



## **POSITION DESCRIPTION**

### **Supervising Cook / Cook**

#### **Mission**

Motivated by our Christian heritage, and in partnership with others, we work across the generations for positive change, strong families and healthy communities.

#### **Whakatakanga**

Mai i aua whakapono a te karaitianatanga me aua rangapu o o ratou, kia mahi tahi ai i te tahataha o nga reanga katoa hei whakaumu pai, hei whakapakari ai te whanau nga hapori hoki.

#### **Vision**

Presbyterian Support Otago works for a fair, just and caring community.

#### **MoeMoea**

Kaihapai Perehipitiriana o Otakou i mahi ai mo te tika me te hapori e manaaki ana.

<b>Location</b>	Name and address of facility
<b>Purpose of position</b>	To provide an efficient and effective food service, presenting meals in an appealing and appetizing manner, in accordance with the Enliven Philosophy
<b>Reports to</b>	Manager/ Food Services Manager
<b>Responsible for</b>	All kitchen staff
<b>Key Relationships</b>	Residents and their family/whanau, friends Other site staff Other Presbyterian Support Otago staff Suppliers Members of the public
<b>Hours and days of work</b>	As per letter of offer of employment

<b>Quality Service</b>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Provide an efficient and effective food service</b>	<ul style="list-style-type: none"> <li>• All duties and tasks performed satisfactorily within the allocated time frames.</li> <li>• Food is prepared and served, utilizing appropriate food handling practices</li> <li>• Ensuring you follow relevant policies, procedures and guidelines at all times</li> <li>• Maintaining a high level of personal hygiene and presenting a neat appearance at all times</li> <li>• Following the menu and relevant task lists, including washing dishes as required</li> <li>• Working in a safe and tidy manner, cleaning as you go. Ensure that the kitchen is left in a clean and tidy condition at the end of the shift</li> <li>• Ensure food is prepared according to residents' specific dietary needs and is presented in an attractive way</li> <li>• Ensuring all processes are consistent with the Home's Food Safety Plan</li> <li>• Arrange catering and presenting food for specific occasions as directed by the Manager/Supervising Cook</li> <li>• Liaising with other staff about resident's daily activities and meeting needs in a nutritional manner</li> <li>• If you are the senior person on duty, direct and delegate to other staff on duty, as appropriate and within their skill, training and competence</li> </ul>
<b>Health and Safety</b>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</b>  <b>Work safely to eliminate or reduce</b>	<ul style="list-style-type: none"> <li>• Reporting and documenting accurately, as soon as possible and on the same day, all incidents and accidents according to the incident/accidents reporting policy, and encouraging other staff to do so</li> <li>• Promptly notifying the RN or manager of new hazards or changes to existing hazards in the workplace</li> <li>• Ensure you work to control hazards (as detailed in the Significant Hazard Register) and adhere at all times to specific instructions relating to the use of equipment and machinery.</li> <li>• Attending compulsory in-service training and being aware of emergency preparedness requirements</li> <li>• Attending other in-service training as agreed with your Manager</li> </ul>

<b>the risk of injury to yourself and others</b>	<ul style="list-style-type: none"> <li>• Ensuring care is taken to look after equipment, cleaning, maintaining and storing it in a safe condition, and reporting any concerns or need for maintenance</li> <li>• Ensuring any chemicals are used and stored correctly, and complying with instructions on Safety Data Sheets (SDS)</li> <li>• Otherwise fulfilling all obligations related to your position as outlined in relevant policies</li> </ul>
<b>Right Relationships</b>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Develop and maintain appropriate professional relationships with residents, colleagues and others to contribute to a harmonious atmosphere</b>	<ul style="list-style-type: none"> <li>• Demonstrating commitment to Presbyterian Support Otago's (PSO) mission, vision and values, and promoting its good reputation through appropriate behaviours</li> <li>• Developing trusting, professional relationships with residents, their family/whanau and friends while maintaining professional boundaries</li> <li>• Respecting and understanding people's differences, and demonstrating understanding of the Treaty of Waitangi/Te Tiriti o Waitangi and others' unique cultures</li> <li>• Developing and maintaining good team work and professional working relationships with other staff members and volunteers</li> <li>• Demonstrating courtesy in all interactions</li> <li>• Assisting with the orientation of newly appointed staff as required</li> <li>• Sharing relevant knowledge with other staff</li> <li>• Ensuring you maintain privacy and confidentiality of information at all times</li> <li>• Acting as an advocate for residents by reporting issues or concerns to the Registered Nurse or Manager</li> </ul>
<b>Learning and Development</b>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>To keep abreast of current knowledge and skills, taking advantage of appropriate and relevant training</b>	<ul style="list-style-type: none"> <li>• Completing orientation training and assisting others to do so</li> <li>• Identifying your personal development needs and participate in training sessions to achieve your personal development objectives, including completing a national qualification as appropriate</li> <li>• Participating in compulsory training on an annual basis</li> <li>• Participating in other training sessions as identified in your personal development objectives.</li> <li>• Participating in regular performance appraisals Identifying your own personal development needs</li> <li>• Attending staff meetings to be well-informed and follow through with any outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>Looking for ways to improve the service and bringing those ideas to the senior person on duty</li> <li>Assisting with quality improvement projects as required</li> </ul>
<b>PSO Generic Competencies</b>	
<p align="center"><b>Key Competencies</b></p> <p>The organisational competencies are behaviours and skills expected to be demonstrated by an ideal, professional job-holder and are linked to the Performance Management System.</p>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Relationship building and personal integrity</b>	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
<b>Team work</b>	Demonstrates commitment to team-work, and our 'one team' philosophy, where individual teams work together but are also part of the collective team.
<b>Communication</b>	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
<b>Leadership and strategic thinking</b>	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture.
<b>People management</b>	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement.
<b>Service focus</b>	Demonstrates commitment to being 'of service' to our people both inside and outside our organisation, supporting them and making a positive difference for them.
<b>Confidence, resilience and emotional intelligence</b>	Reflects on own behaviour and its impact on others, and demonstrates confidence in own ability and ideas, while being prepared to overcome challenges positively.
<b>Personal effectiveness</b>	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation.
<b>Learning and developing</b>	Learns from experience and shares knowledge, suggests or implements improvements appropriately and seeks opportunities for self-development and career enhancement.
<b>Problem-solving and responding to change</b>	Uses sound judgement and a systematic approach to problem-solving, and responds well to change.
<b>Technical/professional knowledge and skills (specific to each role)</b>	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on key accountabilities both professionally and effectively.
<b>Leadership and strategic thinking</b>	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.

<b>Embracing Diversity</b>	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views
<b>Ideal Applicant Specification, Education, Skills and Experience</b>	
<ul style="list-style-type: none"> <li>• Having experience and knowledge of food services, preferably in a commercial kitchen</li> <li>• Being committed to PSO's vision and values, Enliven Philosophy and to the total wellbeing of the people in our care</li> <li>• Holding a food handling qualification - unit standard 167 and 168</li> <li>• Treating everyone with respect and dignity</li> <li>• Promoting PSO's good reputation and having a sense of pride in working for PSO</li> <li>• Being honest and of good character</li> <li>• Developing and maintaining good relationships with people</li> <li>• Communicating effectively with everyone</li> <li>• Being innovative and responsive to individual needs</li> <li>• Respecting the confidentiality of both personal information at all times, inside and outside the workplace</li> <li>• Demonstrating good time management skills and being able to prioritise effectively</li> <li>• Demonstrating initiative and getting on with whatever needs to be done</li> <li>• Working within professional boundaries at all times</li> <li>• Always learning, and reflecting that learning in their practice</li> <li>• Looking for opportunities to improve the quality of service</li> <li>• Working cooperatively within a team and also being able to work independently</li> <li>• Being able to work under pressure and manage the physical demands of the position</li> <li>• Maintaining the highest standards in food preparation</li> </ul>	

*Following consultation, this position description may be reviewed and altered at any time*

<b>Expenditure</b> May authorise expenditure up to: <ul style="list-style-type: none"> <li>• Order supplies within established criteria</li> </ul>	<b>Delegated Authority</b> Has delegated authority to: <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<b>Contractual</b> Has authority to: <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
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Print name .....  
(Employee)

Signed: .....

Print name .....  
(Employer)

Signed .....

Date: .....