



Chef/Cook Position Description

Our Vision

We are recognised for care that provides healing, hope and a greater sense of dignity, especially to those most in need.

Our Mission

To continue the healing mission of Jesus Christ.

Our Values

Hospitality Manaakitanga

A welcoming openness to all; to the familiar and the mystery of self, people, ideals, experience, nature and to God.

Compassion Aroha

Feeling with another in their discomfort or suffering and striving to understand the other's experience with a willingness to reach out.

Respect Whakaute

An attitude treasuring the unique dignity of every person and recognising the sacredness of all creation.

Justice Tika

A balanced and fair relationship with ourself, neighbour, all of creation and God.

Excellence Hiranga

Giving the optimum standard of care and service within available resources.

Role, Purpose and Scope

To oversee and undertake the safe and hygienic preparation and cooking of nutritious and appetising meals to the required standard, for care recipients and other persons.

Authorities

As per St John of God Hauora Trust's Management Authority Matrix and as delegated by the Chief Executive Officer.

1 Key Relationships

Reporting Relationships	
Responsible to	Head Chef/Head Cook
Responsible for	Nil.
Functional Relationships	
The Chef/Cook will develop and maintain excellent relationships with the following colleagues, customers and clients for the purposes stated below.	
Internal Relationships	
Who does the job holder work or interact with inside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients	Delivery of high quality food services that support health and ability plans.
Regional Manager Health and Ability Services	Share information and take direction on the delivery of all food services.
Manager Facilities Support (Canterbury) or Administration Services Coordinator/ Manager Facilities Support (Wellington)	Share information and take direction on the delivery of all food services.
Head Chef/Head Cook	Share information and take direction on the delivery of all food services.
Health and Ability Services staff	Communicate as necessary regarding delivery of all food services.
External Relationships	
Who does the job holder work or interact with outside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients families and representatives	Liaison as required to ensure good flow of information and effective problem solving.
Suppliers	Safe, efficient, timely and cost effective delivery of supplies.
Contractors	Safe and effective delivery of services.
Professional bodies, unions and government agencies	Ensure effective liaison between St John of God Hauora Trust, unions, professional bodies and government agencies.
Visitors	Facilitate appropriate visiting arrangements including food service provision.
Care recipients families and representatives	Liaison as required to ensure good flow of information and effective problem solving.

2 Key Result Areas

2.1 Deliver Services to a High Standard

2.1.1 Key Responsibilities Include

- Manage and/or perform all food services functions necessary for care recipients as directed by the Head Chef/Head Cook.
- Provide services in a manner that meets the cultural needs of service recipients.
- Ensure budget targets are met or exceeded.
- Behave in a manner consistent with St John of God Hauora Trust Mission and values.

2.2 St John of God Hauora Trust Practice

2.2.1 Key Responsibilities Include

- Keep current and comply with St John of God Hauora Trust's systems, policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures.
- Make best endeavours to honour obligations to tangata whenua, mana whenua under Te Tiriti o Waitangi.
- Provide high quality, professional services and showing courtesy and respect in interactions.
- Demonstrate an honest respect for and appreciation of biculturalism and diversity by supporting fair treatment and equal opportunities for all.
- Contribute to the sustainability efforts of St John of God Hauora Trust through the responsible use of resources and equipment.
- Demonstrate commitment to professional development, taking advantage of learning opportunities.

2.3 Risk Management

2.3.1 Key Responsibilities Include

- Contribute to proactive risk management for St John of God Hauora Trust, consistent with risk management policies and practices across the organisation.
- Provide robust and well considered advice to management on relevant risk, assurance and business improvement matters.

2.4 Health and Safety

2.4.1 Key Responsibilities Include

- Comply with Occupational Health and Safety Legislation and Regulations.
- Observe and role model all St John of God Hauora Trust's safe work policies, procedures and instructions.
- Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace.

2.5 Mission

2.5.1 Key Responsibilities Include

- Understand, support and promote the Mission and Values of St John of God Health Care.
- Demonstrate attention to the needs of the client to privacy, dignity and the maintenance of confidentiality.
- Provide a positive and supportive environment for colleagues.

2.6 Projects or Other Duties

Carry out other duties which may reasonably be required from time to time in the course of St John of God Hauora Trust's business and which fit the role's purpose as stated, and for which the position holder is qualified or has received adequate training or instruction.

3 Key Tasks

The following are key tasks of the role but this is not exhaustive and other tasks can be added at the discretion of management. A key focus of the role is to provide to oversee and undertake the safe and hygienic preparation and cooking of nutritious and appetising meals to the required standard, for care recipients and other persons when required.

- Meals are prepared and cooked according to the menus in a manner which complies with policies and meets the standards of the Food Safety Programme;
- Meals are appetising in flavour, smell and appearance;
- Nutritional value is preserved;
- In conjunction with the consultant Dietician and Head Chef/Head Cook, menus are planned to give variety;
- Special diets are catered for;
- Wastage is kept to a minimum;
- Delivered goods are checked for quality and correct quantity and necessary documentation is completed;
- Supplies are stored according to required policy and food safety standards;
- Supporting the Head Chef/Head Cook to ensure food services staff comply with duty lists resulting in a high standard of service delivery and hygiene being maintained;
- Ensure all food services staff utilise time effectively and assist them to provide a safe, clean and tidy environment;
- As required, train new staff for their duties;
- A positive and conducive work environment is encouraged, resulting in contentment of staff;
- Personally adheres to health and safety policy and guidelines and demonstrates safe working procedures;
- Ensure all kitchen equipment is clean, maintained, and used in a safe and appropriate manner;
- Promptly report any faulty equipment and hazards, and takes immediate remedial action;
- Is familiar with and practises appropriate infection control procedures and universal precautions at all times;
- Knows emergency and fire procedures and participates in fire drills;

- Ensures all incidents, accidents and injuries are reported immediately and appropriately documented;
- When required, undertakes food service training programmes;
- Actively participate in the development and maintenance of a Food Safety Programme which will meet Ministry of Health registration requirements;
- As, and when required, deputise for the Head Chef/Head Cook;
- Demonstrates a commitment to quality improvement objectives and participates as required in quality improvement activities.

4 Performance Criteria

St John of God Hauora Trust has a Performance Management System which is undertaken annually. During this process, the manager and staff member will discuss and agree what contribution the staff member is expected to make during the review period towards achieving St John of God Hauora Trust's objectives. Objectives (consistent with the Key Result Areas and Behaviours in this Position Description and St John of God Hauora Trust's Strategic Plan); performance measures (indicators of achievement) and the support (including development) required by the staff member to achieve these objectives will be agreed.

5 Verification

We agreed that this Position Description accurately reflects the key responsibilities of the position of Chef/Cook at today's date.

Manager's Signature

Date

Manager's Name

Employee's Signature

Date

Employee's Name

This Position Description will be reviewed at least once a year during the course of Performance Management System meetings. Any changes which need to be made will be signed off by the responsible Management Team member, and the Human Resources Department.



Chef/Cook Person Specification

Education

- Significant experience as a Chef/Cook, preferably Chef Training 706 1 and 2 or equivalent with a minimum 2 years' experience in the hospitality/catering industry.

Candidates shortlisted for interview will be required to present original documentation and photocopies of qualifications at the initial interview. Human Resources will verify the qualifications, and arrange for validation by the awarding bodies.

Required Registrations/Certificates/Licences or Memberships

- Food Handling and Hygiene Certificate.

Technical or Professional Knowledge, Skills and Experience

- Catering in a health setting.
- Broad knowledge of infection control guidelines.

Candidates who successfully reach the final stages of the selection process for this role will be required to undergo Criminal Conviction screening. A satisfactory report from the relevant agency will be a condition of employment.

Behaviours

Customer Focus

Developing and sustaining productive customer relationships and making their needs a primary focus of one's actions.

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Work Standards

Setting high standards of performance for self and others, and assuming responsibility for successful completion of tasks.

Continuous Learning

Actively identifying new areas for learning, seizing learning opportunities, and learning through the application of newly gained knowledge and skills.

Decision Making

Making logical and informed decisions using a methodical, thorough process to choose between alternative courses of action.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans.

Communicating with Impact

Clearly conveying information and ideas through a variety of media in a manner that engages the audience and helps them understand and retain the message.

Managing Work (Includes Time Management)

Effectively managing one's time and resources to ensure that work is completed efficiently.

Responsiveness

Acts fairly and impartially in all dealings with others, respecting their rights and needs, demonstrating an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs. Incorporates cultural responsiveness and Equal Employment Opportunities principles into work practices and promotes Equal Employment Opportunities policy to peers and others.