

Weekend Cook



Role specification

Role Title

Weekend Cook

Business Unit

Enliven

Location

Enliven Home

Reports to

Home Manager / Food Services Team Leader

Purpose of the role

To support the Food Services Team Leader (FSTL) to lead the Kitchen Hands to provide tasty, nutritious meals which meet the quality standards of complex dietary needs, in a hygienic and organised kitchen. The Weekend Cook leads the kitchen in the weekends and when the FSTL is not on site.

Key Accountabilities

Food service

- Demonstrates the ability to assist prepare and cook food under the direction of the FSTL.
- Meals are adapted to allow for spontaneity and other activities occurring within the home.
- The menu is followed, and feedback given to the Enliven Management when required.
- Food is tasty, well presented and at the right temperature, including modified meals.
- Meals are to be served at the appropriate size and meet resident's needs.
- Wastage is minimal – correct amount of food is prepared based on the number of residents using food service data base.
- Specified menus are followed and replacement meals meet nutritional guidelines.

Quality

- Ensures that the kitchen and associated food preparation areas are clean and hygienic.
- Demonstrates knowledge of food safety regulations and ensures food safety regulations are adhered to.
- Ensures PSC procedures, standards, guidelines and documentation are followed.
- Provides a high level of customer service.
- Participates and contributes to quality improvement initiatives.

- Seeks feedback regularly from residents and their families.
- Good practice is role modelled and staff supported to gain Certificates in food preparation.
- Maintains own professional knowledge, skill and demonstrates leadership through own professional development.

Teamwork and leadership

- Provide supervision and leadership to the Kitchen Hands during the weekend and when the FSTL is not on site.
- In the weekend ensures kitchen tasks are performed as per the work schedule.
- Ensures waste is minimised and all resources are used appropriately and, in a cost, effective manner.
- Supports the orientation and induction of new staff and provide training to existing staff.
- Manages staff in line with PSC policies and procedures.

Health, safety and wellbeing

- Support organisational health, safety and wellbeing initiatives
- Support a culture of wellbeing at PSC
- Role model good health and safety practice and behaviours.
- Report all hazards, incidents, accidents and near misses.
- Support managers and the organisation in remaining compliant to health and safety legislation.

Core Competencies

Co-operation and Teamwork

- Actively participates in team meetings and decision-making in a positive manner; looks to advance both organisational goals and team goals.
- Is constructive in their criticism of team members; encourages others to do the same.
- Supports and helps other team members perform their tasks.
- Suggests ways to improve the way the team operates/works together.
- Works with other team members in a constructive and positive way.
- Develops constructive working relationships with other team members
- Shows an understanding of how one's own role directly or indirectly supports the work of the wider team

Commitment to Eden Philosophy

- Eden Principles and Domains of Wellbeing are included each year in the mandatory training cycle for all staff.
- Support the creation of a Human Habitat where life revolves around close and continuing contact with plants, animals and people of all ages.



- Support residents to maintain loving companionship.
- Support residents to give as well as receive care.
- Support and encourage residents to maintain rituals and activities which are important to them as individuals and to find meaningful activities to undertake.

Communication

- Has a warm, welcoming communication style – voice tone and approach is pleasant, positive and encouraging.
- Expresses themselves clearly and confidently in conversations – the thoughts, information and ideas stated are easily understood by others.
- Listens carefully – uses paraphrasing and other techniques to ensure they understand what others are saying.
- Demonstrates absolute discretion when dealing with issues of a sensitive or confidential nature.
- Demonstrates thoughtfulness, courtesy, openness and respect for colleagues and the clients of the organisation. Shows respect for others, demonstrates empathy.
- Acknowledges and converses with staff, clients and visitors; identifies and promptly responds appropriately to their needs.
- Adapts their approach to fit the situation they are in or the person they are with.
- Displays empathy and understanding consistent with the mission and values of the organisation when discussing and/or working with staff on issues and situations.

Taking Responsibility

- Is reliable - does what one says one will.
- Consistently performs tasks correctly - following set procedures and protocols.
- Perseveres with tasks and achieves objectives despite obstacles.
- Adjusts work style and approach to fit in with requirements.
- Is results focused and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected.

Person Specification

Knowledge and experience

- Experience working as a Cook or Kitchen hand.
- Good knowledge of food safety regulations.



Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

Acceptance

I have read this job description and accept it.

Signed: Date:

Employee's Name: Date: