

# Kitchen Hand



Presbyterian Support  
Central

enliven



# Role specification

**Role Title**

Kitchen Hand

**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 and Weekend Cook to provide tasty, nutritious meals which meet the quality standards of complex dietary needs, in a hygienic and organised kitchen.

## Key Accountabilities

**Food service**

- Residents Independence is supported within the Eden philosophy.
- Meals are served at the appropriate size and temperature, which meet resident's individual needs, and look and taste good.
- Modified/Pureed meals are to be served attractively, using a portion scoop, just like other meal e.g. meats, potato, vegetables.
- Proper dining room etiquette is followed at all times
- Ensure tables are served to seated and cleared when all residents have finished.

**Food Preparation**

- Demonstrates the ability to assist preparing food under the direction of the Food Services Team Leader (FSTL), as per menu.
- Assist in preparing morning and afternoon tea.

**Cleaning**

- Carry out daily/weekly/monthly cleaning duties under direction of the FSTL.
- Reports any complaints to the FSTL, or home manager.



- Maintains the kitchen and dining rooms facilities under the supervision and guidance of the FSTL.
- Advises FSTL and Senior Clinical Team if residents appetite appears to have changed.
- Offers resident another helping food.

### Safe Food handling

- Maintaining hygiene Standards under supervision of FSTL.
- Potential or existing risks are identified, and the FSTL is notified.

### Health, safety and wellbeing

- Has read and understood the Enliven Health and Safety protocols.
- Reports all hazards and potential hazards.
- Reports all accidents, incidents and near misses for residents, visitors, staff and self.
- Reports any early signs of personal pain or discomfort to their manager.
- Support managers and the organisation in remaining compliant to health and safety legislation.

## Core Competencies

### Teamwork

- Develops constructive working relationship with other team members.
- Has a friendly manner and positive sense of humour.
- Works cooperatively.
- Is polite to staff and residents.

### Quality and Innovation

- Provides quality service to our residents and families
- Looks for ways to improve work process – suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others
- Shows commitment to continuous learning and performance development.

### Taking Responsibility

- Plans and organises work in a time effective manner.
- Is reliable.
- Performs tasks correctly.



### Communication

- Practises active and attentive listening.
- Willingly answers questions and concerns raised by others.
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.

### Functional/technical skills

- Has the functional and technical knowledge and skill to do the job at a high level of accomplishment.

## Person Specification

### Qualifications

- Current driver's license.
- Current first aid certificate preferred

### Experience

- Experience working in a kitchen.
- Demonstrate a high standard of personal hygiene and appearance.

## 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.

