



POSITION DESCRIPTION

Puna Kaiora First Cook

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

achieved through collaboration and service excellence

Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Hospital Services Manager

Department/Team: Food Services

Job Status: Permanent, Full Time

Direct reports (if applicable): n/a

Delegated Financial Authority (if applicable): n/a

Last updated: April 2024

Position Purpose

The purpose of the First Cook position is to take responsibility for the day to day running of the kitchen and all tasks necessary to ensure that the kitchen operations and meal services run smoothly, effectively and safely, and are timely, prompt and to a high standard at all times.

This position includes rostered working hours across a 7 day per week roster which may vary according to workload and relief of other staff.

Kawenga Tikanga | Key Accountabilities

| Key Result Area | Expected Outcomes |
|---|---|
| <p>Service Delivery</p> <p>Food Preparation</p> | <ul style="list-style-type: none"> • Takes responsibility for the overall co-ordination of effective kitchen and meal services • Ensures that meals are prepared that reflect: <ul style="list-style-type: none"> ▪ Optimum hygiene standards ▪ Nutritional content ▪ Sufficient quantities ▪ Palatable and well-presented • Oversees and ensures standards for raw and finished product quality, timeliness and quality of service, and cleanliness and sanitation are maintained by all kitchen staff • Ensures that set menus, budgets and quality standards are followed at all times • Ensures all kitchen staff are economical with use of supplies/stock, and working effectively to minimise waste • Ensures that specialist dietary requirements as necessary to meet the needs of patients and individual residents are provided |

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| | <ul style="list-style-type: none"> • Ensures overproduction and food waste is kept to a minimum, whilst ensuring proper rotation, labelling and food storage standards are maintained • Ensures that additional meals for staff and visitors are provided as requested |
| Staff Supervision | <ul style="list-style-type: none"> • Ensures that health and safety standards are met and that all the Food Services team are maintaining safe practice • Promotes a positive work environment in which the team work with confidence to achieve service and organisational objectives • Adopts a hands-on focus to the co-ordination of the kitchen and overall food service, ensuring that staff are led by example • Ensures appropriate induction and training processes are followed for all new and existing staff • Develops appropriate staffing rosters and scheduling of production plans, and effectively communicates workloads/responsibilities to staff to ensure optimum service delivery • Ensures corrective actions to work practice are communicated to the team effectively and in a timely manner • Liaises with the Hospital Services Manager regarding any performance management issues or health and safety concerns that may arise, ensuring necessary procedures are followed at all times |
| Stock Control | <ul style="list-style-type: none"> • Takes responsibility for stock controls by: <ul style="list-style-type: none"> ▪ Ensuring adequate supplies to operate services is maintained ▪ Regularly checking expiry dates for all stock including frozen meals ▪ Ensuring ordering is kept within budgetary constraints and any discrepancies including over-expenditure are reported to the Hospital Services Manager promptly ▪ Ensuring that all incoming supplies are checked for quality and quantity and any variances reported to the Hospital Services Manager promptly ▪ Ensuring stock is rotated on a weekly basis ▪ Ensuring all invoices, purchase orders and packing slips are sent to the Finance team within the accepted timeframes |
| Kitchen and Food Service Hygiene | <ul style="list-style-type: none"> • Ensures all food safety and sanitation standards, requirements and practices are undertaken to maintain the highest level of compliance including food safety and hygiene, operating procedures, food safety plans, infection control etc • Ensures safety and security procedures are followed to maintain a safe environment for patients, residents and staff alike • Ensures staff receive regular training in respect of any changes in procedure or policies relating to food safety and hygiene matters • Ensures all plant and equipment is kept in good, safe working order and any maintenance requirements, upgrading of equipment or other such matters are notified to management promptly • Ensuring oneself and staff maintain a high standard of personal hygiene including careful and diligent hand-washing techniques and work garments are fresh and clean at all times etc |
| Patient Rights, Privacy and Confidentiality | <ul style="list-style-type: none"> • Information relating to a resident, patients and staff and Hauora Hokianga is treated as confidential |
| Health, Safety and Wellbeing | <ul style="list-style-type: none"> • Takes all reasonable practical steps to eliminate and mitigate risks and hazards in the workplace that could cause harm to oneself and others • Is aware of and adheres to emergency procedures including knowing the location of safety equipment and materials • Ensures all hazards, incidents, accidents, near misses and unsafe situations are identified and reported promptly • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the organisation |

Kawenga Matauranga | Knowledge, Skills and Experience

Qualifications

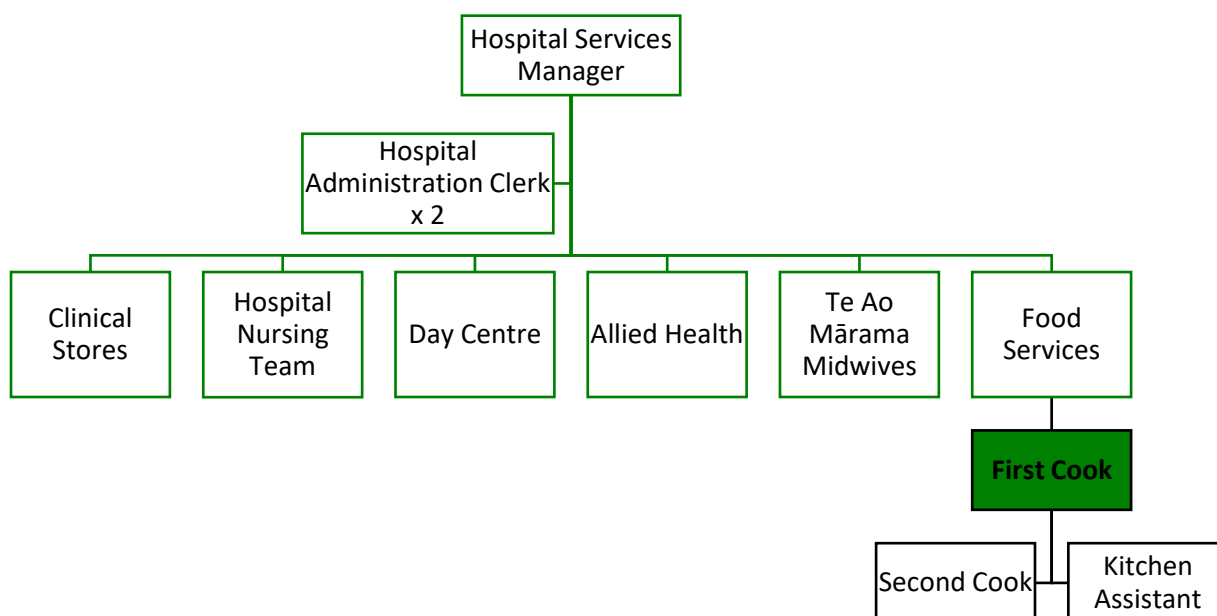
- Relevant qualification and/or commercial cooking experience is highly desirable
- Full Drivers License is preferred

Knowledge, Skills and Experience

- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā
- Demonstrated knowledge and understanding of Māori culture and issues affecting Māori communities and whanau
- Minimum of 2 years cooking experience, preferably working in a commercial kitchen or food preparation environment
- Working knowledge of food health and safety regulations
- Ability to work in a fast-paced environment including adapting to change and working under pressure in a busy kitchen environment
- Ability to lead and work well within a team
- Excellent organisational, communication and time management skills
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others
- Ability to act with sensitivity regarding rights to privacy and confidentiality

Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- Hospital Services Team
- Residents, patients and whānau
- CEO and Executive Team
- Other managers and staff

Key External Relationships

- Groups, whānau and individuals from the community
- Vendors, suppliers, contractors and other business contacts

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga's strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga's policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date:
