

Position Description

Supervising Cook

Mission

We walk with people across the generations to create together places to live, learn, and thrive. We call out injustice and advocate for positive social change.

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

To provide an efficient and effective food service, presenting meals in an appealing and appetizing manner, in accordance with the Enliven Philosophy.

Primary Objectives

- To provide an efficient and effective food service.

Accountability

Expected Outcomes / Key Performance Indicators

To provide an efficient and effective food service.

- All duties and tasks performed satisfactorily within the allocated time frames.
- Food is prepared and served, utilizing appropriate food handling practices.
- Ensuring you follow relevant policies, procedures and guidelines at all times.
- Maintaining a high level of personal hygiene and presenting a neat appearance at all times.
- Following the menu and relevant task lists, including washing dishes as required.

	• 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. • Ensure food is prepared according to residents' specific dietary needs and is presented in an attractive way. • Ensuring all processes are consistent with the Home's Food Safety Plan. • Arrange catering and presenting food for specific occasions as directed by the Manager/Food Service Manager. • Arrange catering and presenting food for specific occasions as directed by the Manager/Supervising Cook • Liaising with other staff about resident's daily activities and meeting needs in a nutritional manner. • Supervise, direct and delegate to other staff on duty, as appropriate and within their skill, training and competence. • Assist with the induction, orientation and ongoing support of new staff • Undertaking other appropriate duties as directed by the Food Service Manager, and as training, expertise and confidence allow
Expectations of all PSO Employees	
Communications / Interpersonal relationships	• Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	• Active engagement with personal development review process. • Personal and professional development goals and objectives are established. • Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	• Make recommendations for improvement to services, work practices and / or workflow.

Health and Safety <i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i>	- All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation. - You are expected to work safely and to actively participate in health and safety programmes in your work area. - All accidents or potential hazards must be reported to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.

Relationships

Reports to: Food Service Manager, Kitchen Supervisor; Manager	Direct Reports:
Internal Relationships: Residents and their family/whanau, friends Other site staff Other Presbyterian Support Otago staff	External Relationships: Members of the public Suppliers

Person Specifications

Qualifications/Skills - Holding a food handling qualification - unit standard 167 and 168. Experience/ Knowledge - Experience in food handling service. - Experience supervising staff Personal Qualities - Treating everyone with respect and dignity. - Genuine interest in the older people in our care. - Enthusiasm, sensitivity, flexibility and adaptability. - Being honest and of good character. - Communicating effectively with everyone. - Being innovative and responsive to individual needs. - Respecting the confidentiality of personal information at all times, inside and outside the workplace. - Demonstrating good time management skills and being able to prioritise effectively. - Demonstrating initiative and getting on with whatever needs to be done. - Working within professional boundaries at all times. - Working cooperatively within a team and also being able to work independently. - Maintaining the highest standards in food preparation. - Being able to work under pressure and manage the physical demands of the position.

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.

Working Together

Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference and they feel valued because of this.

Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and on-going support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.

