

Position Description

Kitchen Manager

Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities.

Our employees are united in our common purpose and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients.

Position Overview:

To manage the food service of the facility

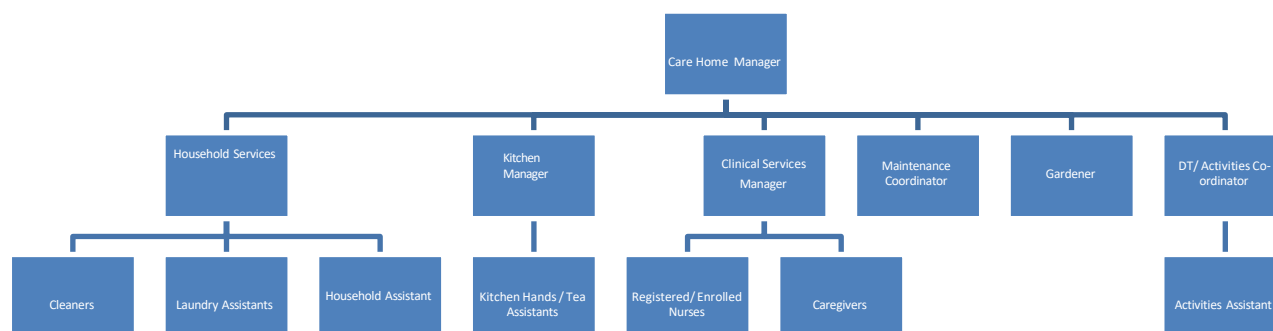
Reports to:

Care Home Manager

Functional Relationships:

Care Home Manager/ Clinical Services Manager
 All facility staff
 Residents/ Relatives/ Visitors
 Suppliers
 Dietitian
 Service Contractors

Generic Team Structure:



Key Accountabilities:

Key Tasks:	Performance Standards:
1. To follow policies and procedures of the facility in all matters	Is familiar with the main manuals and aware of the information in them. Uses correct procedures as outlined in the manuals Is familiar with the Code of Conduct
2. To carry out the role of chef/cook and to manage the day to day function of the kitchen	Ensures a menu is provided that meets nutritional standards Ensures a hygienic kitchen is maintained Ensures a pleasant, safe and nutritious meal service is provided for the residents Trains and supervises the staff of the kitchen Ensures documentation is kept of orientation and training done by staff
3. To perform the duties as set in the duty description and according to standard policies and procedures for the facility	Ensures daily work schedule is completed Checks supplies daily Performs extra necessary duties as directed by management
4. To maintain the required hygiene standards and certification	Ensures that Certification requirements of the kitchen are maintained Provides a menu cycle that is in keeping with the dietician's directions Ensures food preparation and storage meets food hygiene regulations. Ensures kitchen hands carry out their duties appropriately Communicates with other team members effectively to ensure the service operates smoothly
5. To be familiar with the Work Area Manual	Is familiar with all the information and policies and procedures in the Work Area Manual
6. To liaise with a dietician as appropriate	Contacts dietician annually and when appropriate Uses dietician for advice on menus & special diets
7. To provide an enjoyable dining environment for the residents	Ensures a clean quiet dining area Ensures dining tables are set up correctly Ensures staff serve meals that are pleasing to look at & at a suitable temperature
8. To receive and respond to feedback from residents regarding the food service	Attends Residents Meetings & responds to matters raised by the residents Gains feedback from residents and staff to improve the service
9. To manage the service within budget	Order supplies to keep within budget Manages staff roster to use staff efficiently Keeps records and checks invoices as required Supplies are checked on arrival to ensure they match the order and the invoice Monitors the budget on a monthly basis and makes adjustments as required
10. To ensure supplies ordered are adequate within a competitive price range and are appropriate	Stocks are maintained so that food service will not be interrupted due to lack of supplies Contact is made with suppliers as required Standards of supplies are monitored
11. To report appropriately to the Care Home Manager	Liaise with the Care Home Manager regularly and communicate any matters regarding the food service of the facility Provides reports as required Responds to queries
12. To operate all equipment to manufacturer's / supplier's instructions and report any malfunctions immediately	Follows instructions regarding any equipment or machinery Maintains equipment in a clean, safe and working condition Reports maintenance required on any equipment Liaises with Maintenance Officer when required
13. To practice care and economy in the use of supplies, equipment and time	Care is taken to manage supplies economically Equipment is cared for to avoid unnecessary damage Work time is managed efficiently and effectively

14. To respect resident rights	Knocks on resident's door before entering Respects residents' privacy Treats residents with respect Shows respect for residents' belongings Respects confidentiality of residents Respects individual cultural and spiritual needs and values
15. To report immediately any resident issues to the Care Home Manager	Resident concerns are reported to the Care Home Manager
16. To provide a safe caring environment for the residents and their families	Takes all precautions to ensure the safety of the residents Speaks in a caring manner to the residents Courteous and helpful to residents/relatives and visitors Contributes to a homelike environment
17. To be familiar with emergency procedures	Attends compulsory fire and emergency training sessions Fire procedures are known Civil defence procedures are known Sufficient food stocks are carried for 3 days in a Civil Defence emergency
18. To contribute to a healthy and safe working environment	Works in a safe manner and ensures the staff in the kitchen do so Understands & maintains the Hazard Register for the kitchen area Manages equipment in a safe manner Ensures equipment is in safe working order & faulty equipment is reported Uses all chemicals safely Reports any hazards and works towards eliminating, isolating or minimising them Work areas are kept clean, safe and tidy Reports any work accidents / incidents and completes the required documentation
19. To lead the Food Service team effectively	Supervises and monitors the staff in the food service team Understands own role & responsibilities within the team and those of other team members Offers assistance to other team members in a helpful manner Adapts routines if required Organises appropriate channels of communication Manages performance issues of the team with guidance from the Facility Manager Maintains a positive attitude
20. To be knowledgeable on Infection Control matters pertaining to your position	Ensures all staff in kitchen follow correct procedures Handwashing procedures are known and practiced Protective clothing is worn as appropriate Correct procedures are followed for disposal of food wastes
21. To take responsibility for your own education requirements	Attends compulsory education sessions Maintains an up to date personal in service record Participates in external study programmes as directed Seeks guidance from senior staff when appropriate Participates in annual job interview/appraisal
22. To contribute to the Quality Improvement Programme of the facility	Understands the Quality system of the facility. Shows a commitment to improving the quality of the service Informs the Care Home Manager regarding any change in procedure required & or development of new procedure Contributes to audit & monitoring of services Keeps up to date with current communications Contributes to the Continuous Quality Programme as required

23. To maintain a professional appearance and attitude of responsibility, loyalty and discretion	<p>Uniform is clean and tidy</p> <p>Appearance is professional according to Uniform Policy</p> <p>Ensures that the facilities property is treated with care and used only for the purpose intended</p> <p>Demonstrates punctuality and reliability at all times</p> <p>Demonstrates a positive work ethic</p> <p>Demonstrates a positive attitude towards guidance and correction</p> <p>Works well without supervision</p> <p>Performs tasks thoroughly to an appropriate standard and skill level</p> <p>Respects confidentiality of the business</p>
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Financial Authority

Nil

Core Competencies

Customer Service	Core Competencies	Solution focused	Seeks to understand the challenge in order to provide or create a workable solution for all parties. Lives in the moment and aims to provide an immediate solution. Ensures the underlying problem is highlighted with the appropriate person in order for the challenge to be managed therefore resolved in the future.
		Resilience	Maintains professional demeanour and deals effectively with pressured and difficult times. Maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from and responds constructively to setbacks. Accepts constructive feedback with an open and professional manor
		Builds rapport quickly	Builds a mutually trusting and understanding to ensure all parties involved have the other's best interests in mind. Identifies key stakeholders and seeks to build rapport effectively and efficiently to enable continued care and support is provided and business outcomes are met.
	Differentiating Competencies	Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment. Changes behavioral style or method of approach when necessary to achieve goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
		Authentic	Undertakes work and develops relationships with a competent, credible and reliable approach. Will raise any concerns had in a professional manner and acts in alignment of promises and commitments. Undertakes courageous conversations at the appropriate time and in a professional manner to ensure authenticity is maintained.
		Holistic view	Undertakes all aspects of work by considering the components of not only the actions or process being undertaken there and then but understands and considers all areas to ensure a full view of the workplace / process / situation is considered and understood.

The intent of this position description and person specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.