**Weekend Cook**

Role specification

 Role Title

 Weekend Cook

 Business Unit

 Enliven Residential

 **Location**

 Enliven Home

 **Reports to**

 Food Service Team Leader / Home Manager

 **Direct Reports**

None

Purpose of the role

To provide and enjoyable living environment by providing tasty nutritious meals, which meet the quality standards of the complex. The Weekend Cook cooks during the weekend and assists the Food Services Team Leader on another 3 week days.

Organisational overview

At Enliven, we value age. We create age-friendly communities where people can be happy and thrive, regardless of their age or ability. As well as providing practical day-to-day support and quality clinical care, we take into account the physical, social, emotional and cultural needs of each person we support. Our homes and villages are places where older people have companionship, choice, variety, fun, meaningful activity and a sense of purpose.

Enliven offers a range of positive ageing services and a full continuum of care for older people including independent retirement living, vibrant and welcoming rest homes, specialist hospital and dementia care, engaging day programmes, short-term respite and health recovery care. Enliven homes and villages can be found in Taranaki, Whanganui, Manawatu, Horowhenua, Wairarapa and throughout the greater Wellington region.

Enliven along with Family Works, our social services for tamariki and whānau, is part of the not-for-profit organisation Presbyterian Support Central (PSC). PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage and the values we share.

Key Accountabilities

 Health, safety, and wellbeing

* All hazards are identified and reported to the senior cook/Food services team leader.
* Has read and understood the PSC Health and Safety protocols.
* Reports any unsafe work conditions, accident, or injury to the Foods Service Team Leader (FSTL) OR Home Manager.

Supporting Resident Independence

* Is familiar with the Eden philosophy. Eden philosophy is promoted during interaction with residents, families, and staff.

Food preparation

* Demonstrates the ability to assist prepare and cook food under the direction of the Foods service Team Leader (FSTL), as per menu and recipes.
* Follows the menu and recipes as specified in the kitchen database.
* Prepare and cook morning and afternoon tea as per the menu and recipes.
* Food should be served and presented in a visually appealing manner.
* Provides quality catering services which meet the nutritional needs of the residents.

Food service

* Food is tasty and well presented.
* Residents Independence is supported within Eden philosophy.
* Assists residents to serve themselves where required.
* Meals are served at the appropriate size and temperature, meeting resident’s special dietary needs.
* Modified/Pureed meals are to be served attractively, using a portion scoop, as any other meal e.g. meats, potato, vegetables.
* Desserts to be served separately.
* Proper dining room etiquette is always followed.
* Provides a high level of customer service.
* Advises FSTL if residents appetite appears to have changed.
* Food is tasty and well presented.
* Kitchen tasks are performed as written in the work schedule.
* Reports any complaints to the FSTL, or home manager.

Cleaning

* Carry out daily/weekly/monthly cleaning duties under direction of the Foods Service Team Leader (FSTL).
* Kitchen and all food preparation areas are clean and hygienic. Provides high level of customer service.

Safe food handling

* Maintaining hygiene Standards under supervision of FSTL.
* Potential or existing risks are identified and FSTL is notified.
* Maintain daily food temperature and fridge temperature check sheets.
* Stock is dated and rotated.

Teamwork and Leadership

* Oversees the kitchen in the weekends.
* Acts up for the Food Services Team Leader (FSTL) whilst they are on leave or attending to other duties.
* Is a role model to kitchen staff.
* All residents’ complaints are reported to the senior cook/Food services team leader.
* Attend and participate in in – service training sessions and participate in staff meetings.

Quality

* Demonstrates a knowledge and application of food safety legislation.
* The kitchen is left in a clean and tidy condition at the end of the day.
* Reports any complaints to the Foods Service Team Leader (FSTL) or Home Manager.

Core Competencies

Competent performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

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| Icon  Description automatically generated |  Functional and technical skills  Has the functional and technical knowledge and skill to do the job at a high level of accomplishment with other team members. Has a friendly manner and good sense of humour.Works cooperatively.Shows flexibility.. Provides quality service, looks for ways to improve work processes and shows commitment to continuous learning and performance development.Plans and organises work completing tasks in a timely manner. Consistently performs tasks correctly.Is reliable and consistently performs tasks correctly.Is a good listener and answer’s questions and concerns raised by others in a non-defensive way. |
| Icon  Description automatically generated |  Co-operation and TeamworkDevelops constructive working relationship with other team members.Has a friendly manner and positive sense of humor.Works cooperatively.Is polite to staff and residents. |
|  |  Commitment to Eden Philosophy Eden Principles and Domains of Wellbeing are included each year and undertaken 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. |
| Icon  Description automatically generated |  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 |
| Icon  Description automatically generated |  Taking Responsibility Plans and organises work in a time effective manner.Is reliable.Performs tasks correctly |
| Icon  Description automatically generated |  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. |

Person Specification

**Quality**

# Current food qualification or working towards level 3

# Current driver’s license

**Experience**

# Experienced in cooking for large numbers of people

# Demonstrate a high standard of personal hygiene and appearance.

Treaty of Waitangi

Presbyterian Support Central is committed to working in a multi-cultural way and affirms the place of Māori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Treaty of Waitangi.

*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

**I have read this job description and accept it.**

Signed: ………………………………………………………………………..… Date: ……..………………..

Employee’s Name: ………………………………………………………… Date: ……..………………..

*Office use only*

Prepared by: (Name and Position) ……………………………………………………………….…. Date: ……..……………….

Approved by: (Name and Position) …………………………………………………………………. Date: ……..……………….