

Location:	Presbyterian Support South Canterbury
Responsible to:	Food Services Manager
Responsible for:	No other staff
Hours:	Part time

MISSION

Presbyterian Support South Canterbury, guided by its Christian values is to enrich people's lives by meeting needs or changing individual and community situations to make a positive difference.

KEY TASKS AND PERFORMANCE MEASURES:

1. To assist with the food preparation

Performance Measures

This task is achieved by:

First Cook

1. Ensures the food for functions, breakfast, dinner, tea are served at specified times.
2. Prepares and cook meat, dessert and any sauces required for dinner.
3. Produces any baked product required for afternoon service.
4. Croft:
 - Places food into appropriate containers to pack and send meals to Margaret Wilson Complex ensuring there is sufficient supply.
5. Ensures food is served at correct temperature, attractively presented and meets residents dietary needs.
6. Follows the food safety programme and use correct techniques as described in Food Safety and training manuals.
7. Works with approved recipes.
8. Checks menu requirements with stock levels to ensure sufficient supplies, to report any discrepancies.

Second Cook

1. Cooks the vegetables using correct preparation techniques as per Food Services Manual. The vegetables are to be cooked to residents liking.
2. Preparation of food for residents who have special dietary requirements.
3. Provides suitable alternative meals.
4. Cooks soup and tea meal for residents.
5. Croft: places food into appropriate to pack and send meals to Margaret Wilson Complex ensuring there is sufficient supply.
6. Ensures any food is prepared and ready to be served at specified times.
7. Wallingford:
 - Dish and dispatch Meals on Wheels, working with instructions from District Nurses.
 - Set dining room tables and ensure correct requirements are on the tables according to the dining room seating plan.
8. Ensures food is served at correct temperature, attractively presented and meets residents dietary needs.
9. Follows the food safety programme and use correct techniques as described in Food Safety and training manuals.

2. **To assist with the efficient running of the Food Services at PSSC**

Performance Measures

This task is achieved by:

1. Dishwashing and ensuring sufficient crockery is available at each dining area.
2. Preparation of sandwiches and dispatching sufficient numbers to the various areas.
3. Preparation and dishing up of food ensuring that the residents receive high quality food which meets all requirements such as temperature, attractively presented and dietary needs.
4. Need to ensure that each dining room receive sufficient quantities.
5. Ensures the kitchen remains tidy and refuse free.
6. When unpacking supplies ensure stock rotation.
7. When cleaning ensure kitchen is clean and maintained at the highest standard possible.
8. Ensure that residents receive safe food, as per food safety training either Modules 167 and 168 or in house training.

3. **Support a healthy, functioning environment**

Performance Measures

This task is achieved by:

1. Demonstrating a commitment to Presbyterian Support's Mission Statement and Commitment to Residents.
2. Works with The Eden Alternative Philosophy® of care where the resident is the centre of the decision making.
3. Participates in the ongoing delivery of the food safety programme to meet the required standards.
4. Maintaining good team work and pleasant working relationships with other staff members.
5. Creating a harmonious atmosphere for residents and staff.
6. Exercising courtesy in all interactions.
7. Attending staff meetings as required.
8. Sharing relevant knowledge with other staff.
9. Contributing to the Quality Assurance programme by participating in audits, surveys, suggestions etc.
10. Demonstrating a good knowledge of PSSC policies and procedures and works according to these.

4. **To foster health and safety in the workplace**

Performance Measures

This task is achieved by:

1. Reporting as soon as possible and on the same day, all accidents and incidents as per the Incident Reporting and Analysis policy (OWHS.05).
2. Promptly notifying your supervisor/manager, of hazards in the workplace.
3. Attending training every year manual handling, fire safety and chemical safety, and being aware of emergency preparedness requirements.
4. Ensuring care is taken to look after equipment and that equipment is maintained in a safe condition.
5. Applying the required techniques when lifting or transferring.
6. Using the safety equipment that is provided and as directed or according to instruction.
7. Otherwise observing all health and safety policies and procedures at all times and being conversant with the Health & Safety At Work Act 2015.

5. **Provide for professional development**

Performance Measures

This task is achieved by:

1. Maintaining organisational and professional confidentiality.
2. Identifying own educational and personal development needs.

3. Participation in In-service Training.
 4. Maintaining a high level of personal hygiene and present a neat appearance at all times.
 5. Participating in a Performance Review on an annual basis.
6. **Authorities**
1. Expenditure:..... No authority to spend.
 2. Staff Appointments:..... Does not appoint staff.
 3. Staff Dismissal: Does not dismiss staff.
 4. Contractual: Does not commit the organisation to any contract.
7. **Key Personal Attributes**
1. Commitment to the philosophy and objectives of PSSC
 2. Enthusiasm
 3. Sensitivity, flexibility and adaptability
 4. Commitment to the needs of the older people in our care
 5. Ability to work as a team member

This job description may be reviewed and altered at any time by agreement between the Manager (or supervisor) and the employee, but agreement to changes cannot be unreasonably withheld.

Employee Signature

Print Name

Managers Signature

Print Name

Date: _____