

<b>Location:</b>	<b>Strathallan, Presbyterian Support South Canterbury</b>
<b>Responsible to:</b>	<b>Kitchen Manager</b>
<b>Responsible for:</b>	<b>No other staff</b>
<b>Hours:</b>	<b>Full time</b>

## MISSION

"Supporting people through quality care"

## KEY TASKS AND PERFORMANCE MEASURES:

### 1. Food Preparation

Performance Measures

This task is achieved by:

- 1.1 Preparing and cooking/baking food for the residents according to the approved menu and meal schedule.
- 1.2 Regulating temperatures of ovens, grills and other cooking equipment.
- 1.3 Providing direction and guidance to the kitchenhand during food preparation.
- 1.4 Ensuring quality of food by examining food stuffs and complying with the documented safe food handling and infection control procedures.

### 2. Supportive Environment

Performance Measures

This task is achieved by:

- 2.1 Demonstrating a commitment to Presbyterian Support's Mission Statement Commitment to residents.
- 2.2 Working with the Eden Alternative Philosophy® of care where the resident is the centre of the decision making.
- 2.3 Participating in the ongoing delivery of the food safety programme to meet the required standards.
- 2.4 Maintaining good team work and pleasant working relationships with other staff members.
- 2.5 Creating a harmonious atmosphere for residents and staff.
- 2.6 Exercising courtesy in all interactions.
- 2.7 Attending staff meetings as required.
- 2.8 Sharing relevant knowledge with other staff.
- 2.9 Contributing to the Quality Assurance programme by participating in audits, surveys, suggestions, etc.
- 2.10 Demonstrating a good knowledge of PSSC policies and procedures and work according to these.

### 3. Health & Safety in the Workplace

Performance Measures

This task is achieved by:

- 3.1 Reporting as soon as possible and on the same day, all accidents and events as per the Event Reporting and Analysis for Staff (OWHS\_05).

- 3.2 Promptly notifying your supervisor/manager of hazards in the workplace.
- 3.3 Attending training every year, manual handling, fire safety and chemical safety, and being aware of emergency preparedness requirements.
- 3.4 Ensuring care is taken to look after equipment and that equipment is maintained in a safe condition.
- 3.5 Applying the required techniques when lifting or transferring.
- 3.6 Using the safety equipment that is provided and as directed or according to instruction.
- 3.7 Otherwise observing all health and safety policies and procedures at all times and being conversant with the Health & Safety at Work Act 2015.

**4. Professional Development**

Performance Measures

This task is achieved by:

- 4.1 Maintaining organization and professional confidentiality.
- 4.2 Identifying own educational and personal development needs.
- 4.3 Participating in in-service training.
- 4.4 Maintaining a high level of personal hygiene and presenting a neat appearance at all times.
- 4.5 Participating in a performance review on an annual basis

**5. Authorities**

- 5.1 Expenditure.....No authority to spend.
- 5.2 Staff appointments.....Does not appoint staff.
- 5.3 Staff Dismissal..... Does not dismiss staff.
- 5.4 Contractual..... Does not commit the organization to any contract.

**6. Key Personal Attributes**

- 6.1 Commitment to the philosophy and objectives of PSSC.
- 6.2 Enthusiasm.
- 6.3 Sensitivity, flexibility and adaptability.
- 6.4 Commitment to the needs of the older people in our care.
- 6.5 Ability to work as a team member.

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

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*Employee Signature*

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*Print Name*