



# Position Description

## Kitchen Assistant

**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**

- Provide an efficient and effective food service.

Accountability	Expected Outcomes / Key Performance Indicators
<p><b>Provide an efficient and effective food service</b></p>	<ul style="list-style-type: none"> <li>• All duties and tasks performed satisfactorily within the allocated time frames.</li> <li>• Food is prepared and served, utilizing appropriate food handling practices.</li> <li>• Ensuring you follow relevant policies, procedures and guidelines at all times.</li> <li>• Maintaining a high level of personal hygiene and presenting a neat appearance at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Carrying out daily work schedules and completion of all tasks in a thorough manner.</li> <li>• Undertaking other appropriate duties as directed by the Food Services Manager / Supervising cook and as training, expertise and confidence allow.</li> <li>• 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.</li> <li>• Washing dishes &amp; replenishing dishwasher chemicals as required.</li> <li>• Ensuring food is served according to residents' specific dietary needs and presented in an attractive way.</li> <li>• Ensuring all processes are consistent with the Home's Food Safety Plan</li> <li>• Ensure that environment and equipment is maintained in a safe condition, reporting any concerns to the senior person on shift.</li> </ul>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Expectations of all PSO Employees**

<b>Communications / Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is at a high standard, relevant and appropriate to the audience.</li> </ul>
<b>Performance development and learning</b>	<ul style="list-style-type: none"> <li>• Active engagement with personal development review process.</li> <li>• Personal and professional development goals and objectives are established.</li> <li>• Be responsible for own ongoing education and skills required in designated role.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to services, work practices and / or workflow.</li> </ul>
<b>Health and Safety</b> <i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> <li>• All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> <li>All accidents or potential hazards must be reported to your direct line manager.</li> </ul>
<b>Te Tiriti O Waitangi / The Treaty of Waitangi</b> <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Relationships

<b>Reports to:</b> Food Services Manager Supervising Cook Manager	<b>Direct Reports:</b> Nil
<b>Internal Relationships:</b> Other site staff Other Presbyterian Support Otago staff	<b>External Relationships:</b> Residents and their family/whanau, friends Members of the public Suppliers

## Person Specifications

### Qualifications/Skills

- Holding unit standard 167 food handling qualification or working towards this

### Personal Qualities

- Treating everyone with respect and dignity
- Being honest and of good character
- Communicating effectively with everyone
- Being innovative and responsive to individual needs
- Respecting the confidentiality of both 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
- Always learning, and reflecting that learning in their practice
- 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.

