



# Position Description

## Cook

**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**

- To provide an efficient and effective food service.

Accountability	Expected Outcomes / Key Performance Indicators
<p><b>To 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> <li>• Following the menu and relevant task lists, including washing dishes as required.</li> </ul>

	<ul style="list-style-type: none"> <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>• Ensure food is prepared according to residents' specific dietary needs and is presented in an attractive way.</li> <li>• Ensuring all processes are consistent with the Home's Food Safety Plan.</li> <li>• Arrange catering and presenting food for specific occasions as directed by the Manager/Supervising Cook.</li> <li>• Liaising with other staff about resident's daily activities and meeting needs in a nutritional manner.</li> <li>• If you are the senior person on duty, direct and delegate to other staff on duty, as appropriate and within their skill, training and competence.</li> </ul>
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**Expectations of all PSO Employees**

<p><b>Communications / Interpersonal relationships</b></p>	<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>
<p><b>Performance development and learning</b></p>	<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>
<p><b>Continuous improvement</b></p>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to services, work practices and / or workflow.</li> </ul>
<p><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></p>	<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> <li>• You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> </ul>

	<ul style="list-style-type: none"> <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> Kitchen Supervisor; Manager	<b>Direct Reports:</b>
<b>Internal Relationships:</b> Residents and their family/whanau, friends Other site staff Other Presbyterian Support Otago staff	<b>External Relationships:</b> Members of the public Suppliers

## Person Specifications

### Qualifications/Skills

- Holding a food handling qualification - unit standard 167 and 168.

### Experience/ Knowledge

- Experience in food handling service.

### Personal Qualities

- Treating everyone with respect and dignity.
- Genuine interest in the older people in our care.
- Enthusiasm, sensitivity, flexibility and adaptability.
- Being honest and of good character.
- Communicating effectively with everyone.
- Being innovative and responsive to individual needs.
- Respecting the confidentiality of 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.
- 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.

