

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Kitchen Assistant		
	DIRECTORATE	Operations Directorate	DEPARTMENT	Nutrition & Food Service
	REPORTING TO (operationally)	Food Service Dietitian	REPORTING TO (professionally)	Manager, Nutrition & Food Service
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the patient meal service and meals on wheels service in the Nutrition & Food Service Department, Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay			
PURPOSE OF THE POSITION	<p>Outline the 5 key activities or tasks outlining the reason the position exists. Some examples below.</p> <ul style="list-style-type: none"> To work with the team of kitchen assistants and cooks to prepare and serve meals for patients To work with the team of kitchen assistants and cooks to serve meals for the hot and frozen meals on wheels service To clean the kitchen area and equipment according to the cleaning schedule and duty list To monitor and record temperatures as required in the food control plan To follow health and safety procedures and guidelines 			
KEY DELIVERABLES	<p>Detail the outcomes or outputs that are expected from the role. Some examples below</p> <p>Food service</p> <ul style="list-style-type: none"> To work collegially with the team of kitchen assistants and cooks To serve accurate, correctly portioned and attractive meals following the patient menus using the tray line To serve accurate and attractive meal portions for the meals on wheels service To wash dishes using the dishwasher and to visually check the cleanliness of dishes and equipment and re wash as needed To prewash dishes in the pot wash sinks as needed as well as hand wash specific equipment as per the cleaning schedule To work to the time frames of meal service and dish washing To understand and follow the Food Control Plan such as temperature checking and recording of food items To work to and maintain the recognised personal hygiene guidelines and food safety practices at all times To clean equipment and work areas throughout the day following the duty list and cleaning schedule To check and report any broken equipment. To work carefully to keep breakages to the minimum To actively contribute to a positive work culture, participate in meetings and quality activities To minimise waste and recycle following the recycling guidelines 			
HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <p>Detail of all key internal working relationships</p> <ul style="list-style-type: none"> Members of the Nutrition and Food Service department Orderly service Nursing staff 		<p>EXTERNAL</p> <p>Detail of all key external working relationships</p> <ul style="list-style-type: none"> Members of the public Patients Meals on wheels clients Red cross drivers 	

DELEGATION AND DECISION	<p>Outline level of decision making and delegations in role – examples below</p> <p><i>Makes decisions during the meal service to meet the requirements of the tray line service following agreed kitchen practices</i></p> <p><i>Works with the team of kitchen assistants and cooks to deliver the meal service and dishwashing tasks according to the production schedule.</i></p> <p><i>Maintains a relationship with the administration staff and the menu coordinators</i></p> <p><i>Checks with the menu coordinators before issuing food supplies to people at the kitchen door</i></p>
HOURS OF WORK	PT – 8 hour shifts 40 hours per fortnight
EMPLOYMENT AGREEMENT & SALARY	E tu
DATE	Jan 2023
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> ▪ nil
SCOPE & COMPLEXITY	<p>Detail of the complexity of the range of work undertaken and involvement of the range of professions involved. Examples below:</p> <ul style="list-style-type: none"> ▪ <i>Manages work required for meal service and dishwashing periods</i> ▪ <i>A good working knowledge of the Food Control Plan</i>

ESSENTIAL CRITERIA

Qualifications

Outline qualifications needed to effectively carry out role.
Specify specific academic level required

Experience

Outline experience needed to effectively carry out role

- *Experience in food service (ideally 1-3 years)*
- *Proven customer service skills*

Business / Technical Skills

Outline relevant technical skills needed to effectively carry out role

- *Food hygiene certificate*

Leadership Competencies

if role is a management role outline the competencies required

Key Attributes

Detail attributes you will be shortlisting candidates on.

- *Effective communication skills*
- *Positive attitude with problem solving focus*

Effectively Engaging with Māori –

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Candidates should be agile, fit and strong. They should be able to: -

- squat and kneel
- stand and walk for an eight-hour shift
- safely lift 10kg

as well as able to lift arms above head and out front

Vaccination status for role:

As per Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay policy – Mandatory COVID and Influenza mandatory

DESIRABLE CRITERIA

Experience

Outline qualifications nice to have to carry out role.

- *Relevant qualification as attested NZQA record of learning*

Business / Technical Skills

Outline skills nice to have to carry out role.

- *Understanding of customer service*
- *Demonstrates an understanding of Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay visions and values*



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.