

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Cook		
	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 patient and meals on wheels meal service in the Nutrition & Food Service Department, Hawke's Bay District Health Board (HBDHB)			
PURPOSE OF THE POSITION	Outline the 5 key activities or tasks outlining the reason the position exists. Some examples below. <ul style="list-style-type: none"> • To prepare meals for patients, meals on wheels customers and café short order items • To prepare extra catering for customers including baked products • To adhere to the food control plan following food safety practices including the monitoring and recording of temperatures • To clean equipment and work areas as you work and at the end of the day • To follow health and safety procedures and guidelines 			
KEY DELIVERABLES	Detail the outcomes or outputs that are expected from the role. Some examples below <ul style="list-style-type: none"> ○ To work collegially with the team of kitchen assistants and cooks ○ To offer for sale high quality, tasty meal items ○ To follow the recipes provided as well as suggesting new dishes to introduce ○ To serve the correct portion sizes to customers ○ To work to the time frames to ensure food items are ready for service on time ○ To understand and follow the Food Control Plan ○ To work to and maintain the recognised personal hygiene guidelines and food safety practices at all times ○ To clean and sanitise equipment and work areas throughout the day ○ 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	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <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 (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	INTERNAL Detail of all key internal working relationships <ul style="list-style-type: none"> ▪ Members of the Nutrition and Food Service department 	EXTERNAL Detail of all key external working relationships <ul style="list-style-type: none"> ▪ Customers – patients, MOW clients, staff and members of the public ▪ Delivery personnel 		

DELEGATION AND DECISION	<p>Outline level of decision making and delegations in role – examples below</p> <p>Makes decisions to ensure good customer service is delivered</p> <p>Makes decisions during the meal service to ensure the requirements of tray line is met i.e. the meal items are available throughout tray line service</p> <p>Works with the team of kitchen assistants and cooks to deliver the meal service and maintain a clean and safe work environment</p> <p>Maintains a relationship with the customers using good customer service skills</p> <p>Maintains a relationship with work colleagues</p>
HOURS OF WORK	<p>80 per fortnight</p>
EMPLOYMENT AGREEMENT & SALARY	<p>E tu</p>
DATE	<p>23/04/2020</p>
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"> ▪ Prepares, cooks and serves a range of food items for tray line following the menu and recipes. ▪ Organises substitutions when food items are not available. ▪ A good working knowledge of the Food Control Plan ▪ Assists with roster cover on the weekends and statutory hoildays

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 bulk food cooking (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

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 HBDHB 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.