

POSITION DESCRIPTION

This position description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Cook	
Reports to:	Supervisor / Food Service Manager	
Key Relationships:	Internal: <ul style="list-style-type: none"> • All WCDHB Staff • Patients & Visitors to the hospital 	External: <ul style="list-style-type: none"> - Suppliers of goods and services
Organisational Vision:	The West Coast District Health Board's vision is to promote, enhance and facilitate the health and well-being of the people of the West Coast District.	
Organisational Values & Philosophy:	<p>The West Coast DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organization:</p> <ul style="list-style-type: none"> • Care & respect for others • Integrity in all we do • Responsibility for outcomes 	
Role Purpose:	<p>Our Cooks are employed to prepare, cook and service good quality food for patients, visitors and staff in conjunction with the specifications of the services.</p> <p><i>The key deliverables are –</i></p> <ul style="list-style-type: none"> • To prepare, cook and serve food • To ensure Food Safety Control procedures are followed at all times • To receive stores and practice stock rotation 	
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> • To understand when risk to patient diets may be a factor of product or menu substitution and to take appropriate action • To minimise waste both during production and “plate waste” through good stock control, ordering and meal number forecasting 	

KEY TASKS:

The Cook is responsible for:	<i>All staff working in Wellfood operations are obliged to comply with the requirements of Food Safety Legislation at all times</i>
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1. Preparing, cooking and serving food	<ul style="list-style-type: none"> • Assemble and prepare ingredients following standardised recipes and dietary information • Portion and plate food in accordance with menus • Follow established quality control procedures • Complete end of meal service requirements • Be responsible for the end product at point of service; checking for quality, taste and presentation
2. Comply with food control plan at all times	<ul style="list-style-type: none"> • Adhere to and constantly consider hygiene practices when in WellFood kitchens • Comply with all requirements of recording and reporting and take corrective action immediately if necessary
3. Receive and store food, disposables and chemicals	<ul style="list-style-type: none"> • Receive kitchen goods and cross match with delivery note • Identify and record any line items not received, damaged or substituted • Ensure stock rotation practices are adhered to • Communicate with Supervisor/Manager when supplies need replenishing
4. Ensure Consumer satisfaction is maintained	<ul style="list-style-type: none"> • Continuously strive to exceed patient, staff and visitor expectations • At least once per month complete a ward based meal audit and courtesy visits to patients in wards to gather feedback direct from patients • At least once per month talk with café customers to determine their satisfaction levels • Meet with Supervisor/Manager to discuss feedback and develop quality improvement processes if required
5. Ensure that all food services areas are maintained and cleaned hygienically at all times	<ul style="list-style-type: none"> • Floors to be swept and mopped, benches and sinks washed and sanitised • Equipment is cleaned and sanitised in line with manufacturer guidelines and Food Control Plan and stored appropriately • Waste is secured and removed from food areas regularly • Uniforms/aprons and kitchen linen is clean and regularly changed • Cleaning schedules are followed at all times and any issues or concerns are brought to the attention of the Supervisor /Manager immediately
6. Be committed to providing quality services	<ul style="list-style-type: none"> • Seek continuous self-improvement through internal and/or external learning opportunities • Share good practices with colleagues and foster quality processes
7. Apply the principles of large	

scale food production	<ul style="list-style-type: none"> • Accurate forecasting of food needs for each meal and recording observations (data) for next menu cycle • Ongoing identification of procedures to reduce waste during ordering, storage and processing of food • Ensure the principles of portion and stock control during both preparation and service of food
8. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Canterbury DHB and divisional policies, protocols and standards.	<ul style="list-style-type: none"> • Adhere to all health, safety and wellbeing directives issued by WCDHB • Be responsible for your own Health and Safety and for others around you who may be affected by your actions • Report all incidents immediately via Safety 1st electronic incident reporting system and to your Supervisor or Manager • Be responsible for the wearing of personal protective equipment when carrying out tasks requiring use of PPE

PERSON SPECIFICATION:

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
Essential <ul style="list-style-type: none"> • Previous experience Cooking in a similar environment • Able to demonstrate ability to work under pressure while maintaining a positive outlook • Able to work within a team and independently • Able to demonstrate a flexible approach to work and adaptable when required 	Desirable <ul style="list-style-type: none"> • NZQA Food Handling Certificate or equivalent <i>(all staff will be required to complete this during induction if no qualification is already held)</i> • Previous experience in a healthcare environment • Customer service experience • Ability to demonstrate understanding of budget and food costs

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Signed on behalf of West Coast District Health Board

Date _____

Name

Position

West Coast District Health Board

I accept the terms and conditions as outlined in this Position Description

Date _____

Name

Job Title

West Coast District Health Board