

# Statement of Accountability

Te whakaturanga o mahi

<b>Team Name</b>	WellFood		
<b>Role Title</b>	Kitchen Assistant		
<b>Reports to</b>	Production Manager		
<b>Date</b>	13 July 2023	<b>Salary Band</b>	Kitchen Hand Grade 1-4
<b>Location</b>	Waitaha	<b>Department</b>	Commercial Support Services

## About us

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart	<i>“When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled”.</i>
<b>Rangatiratanga</b>	Ensuring that the health system has leaders at all levels who are here to serve	<i>“As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all”</i>
<b>Whanaungatanga</b>	We are a team, and together a team of teams	<i>Regardless of our role, we work together for a common purpose. We look out for each other and</i>

		<i>keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

## Our Team Accountability

As a member of the Commercial Services, WellFood and Environmental Services Team, this role has shared accountability that will be exercised in support of the organisations commercial support strategy and operating model, whereby the commercial support team members lead the establishment, development and maintenance of the services that we provide.

### Expected Outcomes / Activities

- Providing an excellent customer experience for patients, staff and visitors to our facilities
- Fostering a collaborative culture and connectedness across the team, organisation and wider health system.
- Growing ourselves and our team; embracing all opportunities for everyone to have access to further training or education internally and with nationally recognised training organisations
- Ensuring we provide services that consider everyone's Wellbeing, Health& Safety
- Supporting scoping, discovery and alignment of work to the strategic priorities of Commercial Support.
- Communicating widely to be transparent in what we do and build trust in the services we provide.
- Supporting scoping, discovery and alignment of work to the strategic priorities of Commercial Support.

## My Role Responsibilities

The Kitchen Assistant works as part of a team focused on providing a clean and functional kitchen environment, ensuring food handling standards are met and the Food Control Plan is adhered to.

Key Outcomes Area	Expected Activities / Performance Indicators – Position Specific
<b>SERVICE DELIVERY</b>	<ul style="list-style-type: none"> <li>- Maintaining a clean, tidy and functional kitchen environment including waste removal and escalation of any equipment issues.</li> <li>- Managing daily tasks and time to ensure that activities are completed on time and to prescribed standards.</li> </ul>
<b>MEAL PREPARATION</b>	<ul style="list-style-type: none"> <li>- Plating and presenting patient food to prescribed quality standards and contributing to patient wellbeing by accurately following allergen guidance and food handling protocols.</li> <li>- Assisting with the delivery of food to patient areas as required and supporting the use of safe moving and handling equipment such as tugs.</li> </ul>
<b>COMPLIANCE</b>	<ul style="list-style-type: none"> <li>- Adhering to the Food Control Plan; undertaking, monitoring, recording and reporting on safe food handling processes.</li> </ul>
<b>CULTURE</b>	<ul style="list-style-type: none"> <li>- Demonstrating understanding and respect for cultural differences, maintaining patient privacy and confidentiality and contributing to a respectful and positive team environment.</li> </ul>

<b>HEALTH &amp; SAFETY</b>	- Maintaining a safe work environment by following best practice personal hygiene, safety procedures and equipment safe-use protocols at all times.
<b>CONTINUOUS IMPROVEMENT</b>	- Contributing to the continuous improvement of Food Services by identifying efficiency and quality opportunities and supporting implementation of agreed changes.
<b>OTHER</b>	- Performing other duties considered to be within the scope of this role as agreed by you and your manager.

## My Capability

To be effective and succeed in this role it is expected the person will have proven capabilities against the **Leading-Self** leadership focus. A person with this leadership focus will not hold formal leadership accountabilities but are responsible for displaying leadership character and driving service delivery within their role and team.

Therefore, critical capabilities for this role are:

Capability Area	Behavioural Descriptor
<b>Cultural Responsiveness</b>	Understands the needs of Māori and adjusts approach to ensure equitable outcomes.
<b>Self-Aware</b>	Understands their impact on others and strengthen personal capability over time.
<b>Engaging others</b>	Connect with people; to build trust and become a leader that people want to work with and for.
<b>Resilient and Adaptive</b>	Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
<b>Honest and Courageous</b>	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
<b>Achieving Goals</b>	Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
<b>Managing Work Priorities</b>	Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
<b>Curious</b>	Seeks and integrates ideas, information, and different perspectives.

## My Qualifications, Experience, Knowledge, Skills:

You will have:	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Opportunity to attain NZQA qualifications to Level 3 offered on the job</li> <li>- Good verbal communication skills</li> <li>- Customer focus and strong interpersonal relationships skills</li> <li>- Physical fitness for the role</li> <li>- Knowledge of safe moving and handling practices</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>- Understanding of dietary requirements, allergens and nutritional supplements</li> <li>- Safe Food Handling qualification (NZQA 167)</li> <li>- Understanding of food safety requirements and Food Control Plans</li> </ul>
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## Key Relationships to Nurture

Internal	External
- Food Services team members and managers	- Supplier delivery personnel
- Ward leaders and staff	
- Dietetics staff	

*This statement of accountability is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*