

POSITION DESCRIPTION

Position Title	Chef
Date Reviewed:	June 2021
Business area:	Support Services
FTE:	As per Conditions of Employment
Reports to:	Executive Chef
Approved by:	Hospital Manager
Next Review Date:	June 2023

Position Objective

To prepare fresh food that meets Food Safety Standards and ensures the provision of a quality food service.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Chief Executive Officer• Hospital Manager• Executive Chef• Facilities Manager• Patient Care Manager• Infection Control Nurse• Kitchen Staff• All other St George's Staff	<ul style="list-style-type: none">• Dietitian• Patients• Surgeons• Anaesthetists

Key Areas of Accountability

Area of Accountability	Expected Results
<p>Food Service</p>	<ul style="list-style-type: none"> • Prepares menu items in accordance with menus and specifications. • Prepare food for Café Geogio's to meet current market trends • Cooks meals as close to serving time as possible to preserve nutritional quality. • Actively contributes to menu development, trends and presentation. • Understands and assists in the management of food and labour costs. • Understands staff rostering within the Food Service Department. • Understands and complies with Infection Control practices
<p>Food Safety and Hygiene Standards</p>	<ul style="list-style-type: none"> • Ensures all food is prepared with strict adherence to food safety standards. • Maintains good housekeeping practices. • Understands and applies HACCP principles and procedures • Obeys all hygiene standards in accordance with Infection Control regulations. • Maintains a high standard of personal hygiene and an acceptable standard of personal presentation. • Ensures equipment is cleaned in line with cleaning requirements. • Displays a sound knowledge of the safe use and maintenance of all departmental equipment • Understands and follows Food Safety procedures.
<p>Interpersonal Relationships/Teamwork/Leadership</p> <p>To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Accepts and effects constructive change and/or criticism.
<p>Professional Development</p> <p>To maintain a high level of professional development</p>	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organization. • Ensures staff performance and development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. • Identifies own learning requirements/deficits and develops a plan in conjunction with your Manager to redress these. • Fosters an environment conducive to learning, enquiry and research.
<p>Quality Improvement</p> <p>To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement activities. • Initiates, participates in and evaluates audits and uses outcomes to improve service provision. • Participates in other appropriate quality improvement activities as requested/required. • Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ

Area of Accountability	Expected Results
	<p>Accreditation process status.</p> <ul style="list-style-type: none"> • Documents and reports accidents and incidents accurately in accordance with Hospital policy. • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Supports continuous quality improvement.
<p>Organisational Culture To support a strong and positive image of St George’s within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the department and with departmental “Users”. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a “customer focus”. • Assists in facilitating positive inter-departmental relationships. • Maintains confidentiality in respect to St George’s operations, business, employees, clients and patients. • Models St George’s values and adheres to St George’s policies and procedures.
<p>Cultural understanding of the Treaty of Waitangi To promote cultural awareness within St George’s Hospital</p>	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and the implications in nursing practice. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients. •
<p>Health & Safety To ensure a safe working environment</p>	<ul style="list-style-type: none"> • Accepts personal responsibility regarding occupational safety and health requirements. • Document accidents and incidents accurately in accordance with Hospital policy. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • Attends fire and evacuation lectures and participates in drills as required. •
<p>Organisational effectiveness To contribute to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Looks for ways and means to actively and effectively promote cost effectiveness. • Accurately completes cost accounting documents as appropriate.
<p>Other Duties To undertake other duties as requested by the Executive Chef from time to time</p>	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George’s Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Has completed a Food Safety Course. • Has completed an Apprenticeship in Cookery level 3 or • Polytech Certificate in Professional Cookery Level 4 	Apprenticeship in Cookery level 4
Experience & Knowledge	<ul style="list-style-type: none"> • Has at least 5 years experience in the hospitality industry • Has A la Carte, Function and Baking experience 	
Personal Attributes	<ul style="list-style-type: none"> • Communicates well at all levels • Team player • Attention to detail • Enthusiasm and personal drive, Initiative • Ability to handle pressure and meet deadlines • Willing to learn • Flexibility 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____