

## *Position Description: Food Services Assistant*

Business area: Support Services – Food Services  
 FTE: As per Conditions of Employment  
 Reports to: Executive Chef

**Position Objective:**

- *To ensure that the Hospital is provided with a quality food service which enhances the Hospital's reputation as a provider of Private Hospital care.*

**Functional Relationships:**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Hospital Manager</li> <li>• Patient Care Manager</li> <li>• Executive Chef</li> <li>• Infection Prevention and Control Coordinator</li> <li>• All other St George's Hospital staff</li> </ul>	<ul style="list-style-type: none"> <li>• Patients</li> <li>• Surgeons</li> <li>• Anaesthetists</li> </ul>



## *Position Description: Food Services Assistant*

### *Key Areas of Accountability:*

Area of Accountability	Expected Results
<p><b>To assist and support the Executive Chef to provide a quality service and ensure a safe environment for patients and staff.</b></p> <p><b>To function as a Food Service Assistant in a kitchen situation.</b></p>	<ul style="list-style-type: none"> <li>• Participates in cleaning duties as required.</li> <li>• Operates dishwashers in a safe and hygienic manner.</li> <li>• Assists with pot washing in a safe and hygienic manner.</li> <li>• Carries out food preparation duties as required, as per Food Safety requirements</li> <li>• Understands and complies with Infection Control practices.</li> <li>• Displays a sound knowledge of the safe use and maintenance of all departmental equipment, in accordance with H&amp;S and SWP protocol</li> </ul>
<p><b>To ensure hygiene and food safety standards are maintained at a level consistent with regulation requirements.</b></p>	<ul style="list-style-type: none"> <li>• Maintains good housekeeping practices.</li> <li>• Follows all hygiene standards in accordance with Infection Control regulations.</li> <li>• Maintains a high standard of personal hygiene and an acceptable standard of personal presentation.</li> <li>• Cleans equipment immediately after use.</li> <li>• Understands and follow Food Safety procedures.</li> <li>• Participates in annual food safety training.</li> </ul>
<p><b>Interpersonal Relationships/Teamwork</b></p>	<ul style="list-style-type: none"> <li>• Supports and encourages the professional growth of the team.</li> <li>• Promotes harmonious working relationships within all staff members.</li> <li>• Appreciates and respects the contribution of others within the team.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates effectively, honestly and openly with other team members.</li> <li>• Models St George's values.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation.</li> <li>• Participates in Performance Planning and Review.</li> </ul>
<p><b>Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities by planning, implementing and evaluating improvements.</li> <li>• Initiates, participates in design and evaluates audits and applies outcomes to improve service provision.</li> <li>• Participates actively in Ministry of Health Certification and Accreditation process.</li> <li>• Documents and reports incidents accurately in accordance with hospital policy.</li> <li>• Participates actively in the development/review of policies and procedures.</li> </ul>
<p><b>Organisational Culture</b></p>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships within the organisation.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>
<p><b>Cultural safety and Te Tiriti o Waitangi</b> To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</li> </ul>



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	<ul style="list-style-type: none"> <li>Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments</li> <li>Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers</li> <li>Participates in Health and Safety training as required by St George's</li> </ul>
<b>Organisational effectiveness</b>	<ul style="list-style-type: none"> <li>Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>Accurately completes cost accounting documents as appropriate</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### *Qualifications, Experience and Personal Qualities*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Food Hygiene Safety Course</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Training will be provided as part of our ongoing performance review program</li> </ul>	<ul style="list-style-type: none"> <li>3-5 years work experience in a Food Service environment.</li> <li>Cooking and Baking experience.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good Communication skills</li> <li>Team player</li> <li>Willing to assist Chefs</li> <li>Ability to handle pressure and meet deadlines</li> <li>Adaptable to changing work requirements</li> <li>Willing to learn</li> <li>Attention to detail</li> <li>Strong Customer focus</li> </ul>	

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **(Hospital Manager)**