

Position Description: Food Services Assistant Senior

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

OUR VISION

To be an innovative centre of excellence,
 where people choose to receive health care and people love to work.

OUR GUIDING VALUES



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:

Internal:	External:
<ul style="list-style-type: none"> Hospital Manager Patient Care Manager Executive Chef Infection Control Nurse All other St George's Hospital staff 	<ul style="list-style-type: none"> Patients Surgeons Anesthetists



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Key Areas of Accountability:

Area of Accountability	Expected Results
<p>To assist and support the Executive Chef to provide a quality service and ensure a safe environment for patients and staff.</p> <p>To function as a Food Service Assistant Senior in a kitchen situation.</p>	<ul style="list-style-type: none"> • Participates in cleaning duties as required. • Operates dishwashers in a safe and hygienic manner. • Assists with pot washing in a safe and hygienic manner. • Carries out food preparation duties as required, as per Food Safety requirements • Prepare and presents Patient trays as per Patient dietary requirements • Guides food service assistant as and when required • Receives and manages any patient discharges and communicates with the Chefs • Assist the Chefs in managing any dietary patient requirements, ensures menus along with production board are changed and communicated • Receives any incoming goods, checks invoices for accuracy • Ensure all PHF items are received and recorded as per St. Georges food safety policies • Performs and understands all food service assistant related rostered shifts • Understands and complies with Infection Control practices. • Displays a sound knowledge of the safe use and maintenance of all departmental equipment, in accordance with H&S and SWP protocol
<p>To ensure hygiene and food safety standards are maintained at a level consistent with regulation requirements.</p>	<ul style="list-style-type: none"> • Maintains good housekeeping practices. • Follows all hygiene standards in accordance with Food Safety MPI requirements • Maintains a high standard of personal hygiene and an acceptable standard of personal presentation. • Cleans equipment immediately after use. • Understands and follow Food Safety procedures. • Monitors and records all food safety protocols as per rostered shift • Participates in annual food safety training.
<p>Interpersonal Relationships/Teamwork</p>	<ul style="list-style-type: none"> • Supports and encourages the professional growth of the team. • Promotes harmonious working relationships within all staff members. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Models St George's values.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation. • Participates in Performance Planning and Review.
<p>Quality Improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.



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Organisational Culture	<ul style="list-style-type: none"> Promotes harmonious working relationships within the organisation. Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. Adheres to St George's policies and procedures.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice Displays a willingness to work positively with organisational strategies to improve outcomes for Māori 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
Health & Safety	<ul style="list-style-type: none"> Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements Cooperates with any reasonable policy or procedure relating to health or safety at the workplace Ensures compliance with hospital security requirements and is vigilant in all matters of security Participates in Health and Safety training as required by St George's
Organisational effectiveness	<ul style="list-style-type: none"> Looks for ways and means to actively and effectively promote cost effectiveness. Accurately completes cost accounting documents as appropriate
Other Duties	<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"> Food Hygiene Safety Course 	
Experience & Knowledge	<ul style="list-style-type: none"> Training will be provided as part of our ongoing performance review programme 3-5 years' work experience in a Food Service environment. 	<ul style="list-style-type: none"> Cooking and Baking experience.
Personal Attributes	<ul style="list-style-type: none"> Good Communication skills Team player Willing to assist Chefs Ability to handle pressure and meet deadlines Adaptable to changing work requirements Willing to learn Attention to detail Strong Customer focus 	

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Agreed by:

Signed: _____ **Date:** _____
(Employee)

Signed: _____ **Date:** _____
(Hospital Manager)