



Position Description: Senior Chef

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 fresh 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• Facilities Manager• Patient Care Manager• Infection Control Coordinator• Kitchen Staff | <ul style="list-style-type: none">• Dietitian• Patients• Surgeons• Anaesthetists |

Position Description: Snr. Chef

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. • 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. • Participates in an annual food safety programme. |
| <p>Interpersonal Relationships/Teamwork/Leadership To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan To communicate effectively with patients, colleagues, other health professionals and the public.</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 Hospital values. |
| <p>Professional Development 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 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 Accreditation process status. • 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. |



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| Area of Accountability | Expected Results |
|---|---|
| <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. • Adheres to St George's Hospital 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"> • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. • 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 • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • 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. • Participates in Health and Safety training as mandated by St George's from time to time. |
| <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. |



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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 8 years' experience in the hospitality or Hospital industry • Has A la Carte, Function and Baking experience • Nutritional/Dietary specifications | |
| 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 • Strong customer / patient focus | |

Agreed by:

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
Pp St George's Hospital