



Position Description

Casual Kitchen Hand (On Call) Food Services

Position No:	19911- 096
Report To:	Catering Supervisor Food Services Whakatane Hospital
Liase with:	Kitchen Staff Hospital Staff Visitors / clients

Main Purpose

The Casual Kitchen hand is part of the food production team responsible for producing nutritious and hygienically, well-presented meal service to Pacific Health and its clients.

To work as a team member to ensure support to Cooks, Supervisors and other Kitchen Assistants to provide a hygienic and orderly kitchen from which to produce a food service providing our customers expectations and his/her/local/cultural reflection.

To assist in the collection of statistical data to ensure quality assurance.

To ensure daily routines are completed using safe practices and techniques

To support other team members especially those who are learning.

To know and work within skill and authority limitations

Principal Accountabilities

Teamwork	Displays tact and patience when dealing with others. Communicates clearly and effectively with others Works as a member of a team and with good spirit Works well under pressure Adopts a flexible and adaptable approach to work Works with little or no supervision – shows self-motivation
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Standards	<p>Will comply with all policies and procedures including:</p> <ul style="list-style-type: none"> - Department policies - Health & Safety requirements - Infection Control standards <p>Knows and adheres to food hygiene requirements</p> <p>Skilled in preparation and presentation of food</p>
Health and Safety	<p>All duties are performed in a healthy and safe manner</p> <p>Safe work practices are observed and practised at all times, including the use of safety equipment, and using all equipment according to manufacturers' specifications</p> <p>Other employees are encouraged to adhere to work in a healthy and safe manner</p> <p>Any unsafe work conditions or equipment are reported and/or rectified</p>
Educational Qualifications	<p>It is desirable that the appointee has a good general education</p>
Dress and Personal Standards	<p>Comply with dress and personal standards</p>
Other Duties	<p>Other duties as directed</p>

Standby

Casual kitchen hands do not work set hours and are required to respond to requests to work when other staff are unable to do so.

As such, notice is generally short, therefore it is essential for the successful applicants to have a reliable contact phone number.

The Person

Essential

- ◆ Worked in similar type environment.
- ◆ Excellent interpersonal skills.
- ◆ Superior time management skills.
- ◆ Ability to prioritise workload to achieve targets.
- ◆ Honesty

- ◆ Willingness to learn
- ◆ Can demonstrate a reliable attendance record

Desirable

- ◆ Commitment to Pacific Health Mission Statement & Management Values.
- ◆ A awareness and sensitivity to cultural values.
- ◆ The ability to be innovative, flexible and adaptable within a period of change within the health environment.
- ◆ Excellent health and fitness.

Relevant Experience

- Worked in kitchens
- Customer Services
- Food handling / preparation

Personal Attributes

- ◆ Energetic.
- ◆ Able to work unsupervised.
- ◆ Has a “can do” attitude with a high customer focus.
- ◆ Ability to prioritise and use initiative.
- ◆ Honesty and integrity.
- ◆ Action focused.
- ◆ Reliable
- ◆ Willingness to learn