

JOB DESCRIPTION

Volunteer Cook - Kapiti Day Hospice

Reporting to:	Day Programme Co-ordinator/Occupational Therapist
Hours:	Approximately once a month on a Tuesday between 9:45am to 2:00pm. 1.50 hours planning and shopping prior to Tuesday
Location:	36 Warrimoo Street, Paraparaumu
Date Prepared:	June 2018

POSITION PURPOSE

To plan, prepare and provide a light lunch and dessert for patients at the Day Hospice. The role involves working in a team of two

RESPONSIBILITIES

Meal Planning and Preparation

- Planning and preparing a light meal and dessert for approximately 14 patients every four weeks.
- Communicate with Day Hospice Manager in regards to special needs and diets
- Preparing a shopping list for volunteers to purchase the meal ingredients.
- Preparing food for seasonal celebrations
- Serving the meal to the patients.
- Clearing up after the meal service

Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Complete online course on food handling
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

FUNCTIONAL RELATIONSHIPS

Internal

- Day Programme Co-ordinator/Occupational Therapist
- Assistant Cook and other Kapiti staff
- Volunteers

External

- Patients and their families

PERSON SPECIFICATION

The following requirements are sought for this position:

- An interest in meal preparation
- Experience in dietary requirements and menus
- Comfortable with cooking and have good kitchen skills
- Able to work within a budget
- Be flexible, reliable and responsible
- Health and safety conscious
- Excellent interpersonal skills and trust worthy
- Able to show care and manaaki
- Works within Mary Potter Hospice's policies and procedures
- Has an understanding of the Treaty of Waitangi

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name: _____

Signed: _____ Date: _____

Supervisor: _____

Signed: _____ Date: _____

For nearly 40 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2017/18 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to exceed \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at January 2018