

## JOB DESCRIPTION

### Volunteer Cook - Porirua Day Hospice

<b>Reporting to:</b>	Day Hospice Co-Ordinator
<b>Accountable to:</b>	Day Hospice Co-Ordinator
<b>Hours:</b>	10.30am - 2pm fortnightly Friday 1.50 hours planning and shopping prior to Friday
<b>Location:</b>	Day Hospice, Porirua
<b>Date Prepared:</b>	April 2019

#### POSITION PURPOSE

To plan, prepare and provide a meal for patients at the Day Hospice

#### RESPONSIBILITIES

##### Meal Planning and Preparation

- Planning and preparing a meal for approximately 12 patients and volunteers every fortnight
- Communicate with Day Hospice Manager in regards to special needs and diets
- Preparing food for seasonal celebrations
- Preparing a shopping list and purchase the meal ingredients
- 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 Unit Co-ordinator
- Other Staff in Porirua
- 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: \_\_\_\_\_

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### **About Mary Potter Hospice**

For over 35 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 2018/19 it will cost approximately \$13 million to run the Hospice. Government contract income currently funds less Than 50% of this with the balance to be raised from the community. Gross revenue from donated goods sold through our retail shops is expected to reach \$2 million.

Volunteers are an integral part of our team. The Hospice would be unable to achieve what it does with out the gift of time from our many Volunteers. Last year we recorded close to \$1 million in donated Volunteer hours.

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

**As at December 2018**