

JOB DESCRIPTION

Volunteer Kitchen Assistant

Reporting to:	Day Hospice Coordinator, Porirua
Accountable to:	Day Hospice Coordinator, Porirua
Hours:	Approximately once a fortnight on a Friday between 10.30am to 2.00pm.
Location:	Day Hospice, 10 Awatea St, Ranui Heights, Porirua
Date Prepared:	April 2019

POSITION PURPOSE

To assist the Cook in planning and preparing and provide a light meal for patients at the Day Hospice. The role involves working in a team of two.

RESPONSIBILITIES

Meal Planning and Preparation

- Assisting the Cook planning and preparing a light meal for approximately 12 patients every fortnight
- Assisting the Cook with preparing a shopping list to purchase the meal ingredients.
- With the help of another volunteer, sharing the tasks for the meal preparation.
- 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
- 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 Hospice Coordinator, Porirua
- Other Staff in Porirua
- Volunteer Cook
- Volunteers

External

- Patients and their families

PERSON SPECIFICATION

The following requirements are sought for this position:

- An interest in meal preparation
- Comfortable with cooking and have good kitchen skills
- Be flexible, reliable and responsible
- Health and safety conscious
- Enjoy working in a small team
- Excellent interpersonal skills
- Excellent problem solving skills
- 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: _____

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