



## Position Description

<b>Role:</b>	Volunteer Cook - Kapiti
<b>Department:</b>	Kapiti Day Hospice
<b>Date:</b>	June 2022
<b>Hours:</b>	Approximately one Tuesday per month between the hours of 10.00 am to 2.00 pm plus 1.5 hours planning and shopping prior to the Tuesday.

*This job description is designed to give an indication of the types of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.*

### Overview of the role

The Volunteer Cook is responsible for the planning, preparation and provision of a light lunch and dessert for approx. 12 patients at the Kapiti Day Hospice Community Site.

There will be a Volunteer Kitchen Assistant providing support.

### Scope

**Reports to:** Day Programme Co-ordinator/Occupational Therapist

**Location:** 36 Warrimoo Street, Paraparaumu

### Key Competencies

To be successful in this role you must be able to demonstrate the following skills and competencies:

- An interest in meal preparation, particularly cooking for large numbers of people
- Ability to adjust menus to meet specific dietary requirements
- A proven ability to plan and organise meals within a budget
- Ability to work within a small team and delegate appropriately
- Be caring and understanding of work environment

## Key Tasks

### Meal planning and preparation:

- Plan and prepare a light meal and dessert for approximately 14 patients every four weeks
- Communicate with Day Hospice Manager in regards to patients special needs and dietary requirements
- Ability to delegate to Volunteer Kitchen Assistant to ensure tasks are performed efficiently and in a timely manner
- If necessary have a discussion with the Volunteer Kitchen Assistant for input of ideas
- Prepare a shopping list for meal ingredients and purchase prior to Tuesday. This can be delegated to the Kitchen Assistant if necessary
- Plan and prepare meals for seasonal celebration's
- Serve meal to patients
- Clear up after meal service and ensure kitchen and dining area is clean and tidy

**Health and Safety** *(all roles have a H&S component, some more detailed than others. The tasks here are the minimum expected of all roles)*

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents
- Participate in mandatory health and safety training as required
- Demonstrate good hygiene practices at all times

## Outputs/expected results/Key performance indicators

- Meals are healthy and tasty for patients
- Meals are planned and discussed with Day Hospice Manager as required to ensure dietary requirements are taken into consideration
- Meals for special occasions are prepared (including for specific cultural celebrations)
- Meals are served in a timely manner and scheduled in with the day's programme
- Health, Safety and food and kitchen hygiene practices are adhered to.

## Outcomes

- Positive feedback is received from patients
- Health & Safety and best kitchen practices have been followed
- All dietary requirements are catered for
- Volunteer Kitchen Assistant feels valued with their support
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- Excellent planning and organisational skills
- Experience in meal preparation – may be as a professional or home cook catering for large numbers
- Has ability to cater for those with special diets (i.e. Vegan/Soft foods)
- An understanding of food handling and workplace hygiene
- Ability to interact with a range of people

Signed: ..... Date: .....  
(Job Holder)

Signed: ..... Date: .....  
(Director)

## **Job Description Appendix**

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



### **Our values**

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

### **Our vision**

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### **Our approach**

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.