



Position Title:	Kitchen Co-ordinator
Reports to:	Team Leader – James Liston Hostel
Location:	James Liston Hostel
Date Prepared;	1 July 2019

Our Mission:

Together we stand with those in desperate need.

We provide immediate relief and pathways to enable long term wellbeing.

Our Values are:

- ***Manaakitanga***

Manaakitanga is behavior that acknowledges the mana of others as having equal or greater importance than one's own, through the expression of aroha, hospitality, generosity and mutual respect.

- ***Justice (Manatika)***

Committed to equity, and seeking dignity for all we will fearlessly advocate with and for those who are going without.

- ***Partnership (Rangapū)***

Firstly, the Auckland City Mission recognises the principle of partnership within Te Tiriti O Waitangi.

Secondly, our commitment to partnership stems from a belief that manaakitanga, equity and social justice need to be pursued both within partnerships and through them.

For us partnership is characterised by mutual trust, integrity, respect, transparency and commitment.

Background

Auckland City Mission has, for almost 100 years, been enabling positive change among, and on behalf of, those in desperate need. Through integrated service delivery and effective advocacy, the Mission has adapted to changing needs within the Auckland community, whilst consistently maintaining and building a strong reputation as a reliable and non-partisan voice on behalf those in most need.

At the core of the present-day Auckland City Mission are five social services teams being; Crisis Care, Homeless Outreach, Homeless Community, Social Detoxification, Residential Services and the Calder Centre (primary health care). The Team Leaders of each service report to the GM Social Services.

Approved by CEO/GM:	
Date:	

POSITION PURPOSE:

The purpose of this role is to supervise back of house meal services for James Liston Hostel. Responsibility extends to the co-ordination of all aspects of running a commercial kitchen including administering the catering budget, meal planning and preparation, managing stock/inventory, adherence to food safety and hygiene standards and working as part of a team to deliver quality, nutritious food to clients on time.

KEY ACCOUNTABILITIES

Key Result Area	Key Accountabilities
Meal Planning and Administration	<p>Contribute to the budget planning process for kitchen supplies, maintenance, food, portion control and running costs. Make suggestions to add value to the operational management of the kitchen and quality of the meal service.</p> <p>Plan nutritious menus' for hostel meals that are within budget parameters.</p> <p>Develop standard shopping lists and purchase food and supplies to meet the hostel requirements.</p> <p>Ensure food safety guidelines are met and food is stored to ensure maximum freshness and least possible waste.</p> <p>Monitor food stocks and ensure fridge and freezer food is proactively managed to minimise waste.</p>

	<p>Maintain records of incoming and outgoing items and report any discrepancies to manager.</p>
<p>Kitchen Equipment and Cleaning</p>	<p>Ensure kitchen appliances and equipment are in good working order and are cleaned and maintained for optimal use.</p> <p>Ensure kitchen is cleaned to meet standard operating procedures including walls, floors, dishes, cutlery, equipment and appliances.</p> <p>Ensure all kitchen and dining linen, wash cloths are laundered to meet hygiene standards.</p> <p>Ensure all food hygiene standards (storing, preparation and serving) are followed and adhered to.</p>
<p>Food Service Delivery</p>	<p>Prepare and cook meals according to the weekly menu plan.</p> <p>Ensure portion control is adhered to.</p> <p>Ensure meal taste and presentation meets hostel standards.</p> <p>Ensure all meals are served to meet the daily hostel time schedule.</p> <p>Engage assistance from Support Workers for serving and cleaning as required.</p> <p>In conjunction with Key Workers, identify and involve clients in meal preparation activities, to support life skill building activities.</p>
<p>Health and Safety</p>	<p>Secures kitchen at the end of the day ensuring that the closing procedure is followed and adhered to.</p> <p>Maintain a safe and healthy work environment by understanding, complying with and role modelling safe behaviours outlined in the James Liston Hostel Health & Safety Plan. Understand and comply with all Mission safety procedures and legal regulations.</p> <p>Report, record and follow up on all incidents according to the Mission Incident Reporting Policy and Procedures in a timely</p>

	<p>manner. Actively participate as part of the JLH team to ensure that plans are implemented to mitigate risks.</p> <p>Use radios and Solo Protect personal safety devices and security cameras' in an appropriate manner and adhere to all safety procedures on your shift.</p>
<p>Being part of the JLH/Mission team</p>	<p>Constructively participate as part of the JLH team, committed to achieving the care plans for residents and to maintaining a positive work environment with co-workers.</p> <p>Act in a professional manner at all times when engaging with co-workers, clients and external stakeholders adhering to the Mission Code of Conduct and Ethics.</p> <p>Ensure that all relevant information is communicated to co-workers and the manager in a timely and professional manner.</p> <p>Attend and proactively participate in all meetings, training and team activities.</p> <p>Proactively look for ways to improve the environment of James Liston Hostel.</p> <p>From time to time, you may be required to perform other reasonable duties as requested by your manager.</p> <p>Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known.</p> <p>Adhere to all James Liston and Auckland City Mission procedures, policies, guidelines.</p> <p>Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</p>

KEY RELATIONSHIPS

Internal	<p>Team Leader, Key Workers, Support Workers, Night Support Workers, Security</p> <p>Mission staff through to senior leaders</p>
External	<p>Volunteers, Food suppliers, Kitchen equipment providers</p>

QUALIFICATIONS & EXPERIENCE

Qualifications	Food Safety and Hygiene (NZQA Unit Standard 20666)
Skills, Knowledge & Experience	<ul style="list-style-type: none">● Experience in a supervisory role in food preparation area.● Thorough knowledge of food safety regulations and practices.● Evidence of inter-personal and communication (written and oral) skills● Reputation for driving for results and for dependability to achieve goals successfully.● Demonstrated ability to work as part of a team.● Ability to solve problems and be resourceful.● Reputation for personal integrity and reliability.● An appreciation of the multi-cultural nature of New Zealand, James Liston and the Mission's staff, volunteers and clients.● Empathy and understanding of issues of poverty and homelessness is essential.● Experience within a residential care environment (preferred).● Ability to build rapport, build and maintain relationships and interpersonal skills.● Strong understanding of and adherence to professional boundaries as outlined in the Mission Code of Ethics and Code of Conduct.● Ability to promote a pro-social environment● Ability to demonstrate a high degree of consistency in behaviour at all times and act as a clear role model to co-workers and clients.● Commitment to embodying the principles of the Treaty of Waitangi in organisational practice