



JOB DESCRIPTION

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| POSITION TITLE | Chef |
| LOCATION | Taradale Masonic Rest Home & Continuing Care Elmwood Memory Care Home & Hospital |
| REPORTS TO | Hospitality Services Manager |
| DIRECT REPORTS | Nil |
| LAST UPDATE | April 2025 |

OUR VALUES – What we hold most dear

Embrace life & living – people, community, culture, difference, with fun, humour & positive energy.

Accept & respect choice – with openness and sensitivity, of individuality and individual needs, because we are stronger together.

Act with a service heart – with aroha, care and kindness for our residents, their families, our communities and each other.

PURPOSE

The Chef is responsible for providing meals and catering for the residents of Napier District Masonic Trust and creating a joyful food experience for our residents by preparing high quality cuisine that is enjoyed by all the senses (visual presentation, aroma, texture and flavour).

KEY OBJECTIVES

- Prepare and deliver meals to residents of the highest quality that provide a satisfying food experience and consistently exceed expectations.
- Present all meals and food with creativity and flair to a high standard, ensuring plates look appealing and enjoyable, regardless of dietary requirements and restrictions.
- Ensure all menu plans are followed and adhered to at all times to ensure our catering service meets key quality and nutritional targets.
- Provide effective leadership and delegation of kitchen staff to ensure the delivery of a high quality food service at all times.
- Ensure all best practice food safety standards, infection control procedures and protocols are adhered to at all times.

- Ensure all meals are prepared in accordance with individual residents' dietary requirements and personal preferences.
- Provide quality customer service ensuring communication with residents, families, staff, and visitors is always friendly and professional.
- The Hospitality Services Manager is kept fully informed on all aspects of the Chef's areas of responsibility that require senior level consultation, escalation and/or support.

KEY RESPONSIBILITIES

| KEY TASKS | PERFORMANCE OUTCOMES |
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| Food Presentation and Service Delivery | <ul style="list-style-type: none"> • Prepare and cook lunch and evening meals and morning / afternoon teas ensuring: <ul style="list-style-type: none"> - Food is prepared to the highest quality; - Food is always presented with creativity and flair to be attractive and appealing to residents; - Food is prepared in accordance with menu plans and dietary requirements. • Provide effective staff oversight and delegation to ensure the effective delivery of all meal services. • Act as a positive role model and resource person for staff by demonstrating leadership and behaviour consistent with the values, vision and mission of NDMT. • Lead and motivate kitchen staff through clear and effective communication, ensuring high standards of food presentation, consistency, and quality while fostering a collaborative and positive work environment. • Prepare specialty foods and meals for functions and events, as required. • Ensure a high level of cleanliness and tidiness is maintained in all kitchen areas at all times. • Ensure all food safety practices, regulations and NDMT processes and infection control policies at all times. • Ensure all food preparation is undertaken in a sustainable manner, minimising food and plate waste and escalating matters of concern to the Hospitality Services Manager. • Ensure all kitchen equipment and appliances correctly in accordance with manufacturer's guidelines and NDMT processes to ensure safety is maintained at all times. |
| Relationship Management | <ul style="list-style-type: none"> • Build and maintain professional and effective relationships with key internal and external people and contacts across all levels across the organisation eg, residents and their whānau, GPs, allied health professionals, contractors, suppliers etc to ensure effective communication and the smooth operations of the services NDMT provides. |
| Health and Safety | <ul style="list-style-type: none"> • Demonstrate a clear understanding of Health & Safety requirements including reporting of any identified safety hazards, near misses, incidents and accidents. • Demonstrate knowledge and understanding of NDMT emergency procedures including emergency evacuation procedures and civil defence emergency procedures (if applicable). • Support and adhere to all health and safety policies, procedures and systems that promote the health, safety and wellbeing of all people who work in, live in and access NDMT. • Ensure the appropriate use of Personal Protective Equipment (PPE) as required for specific tasks or work environments and ensure compliance with PPE protocols to maintain personal and team safety. |

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| Cultural Awareness | <ul style="list-style-type: none"> • Participate in ongoing training and development provided to enhance knowledge and understanding of cultural awareness, ensuring respectful and inclusive practices that recognise and honor the diverse cultural backgrounds and preferences of all residents and colleagues. • Actively engage in and promote the principles of Te Tiriti o Waitangi in all interactions and decision-making processes. • Ensure all services provided to residents are spiritually and culturally appropriate by maintaining awareness of the principles of Te Tiriti o Waitangi, respecting tikanga Māori (Māori customs and protocols), and applying these cultural understandings in everyday interactions and professional settings. • Recognise the importance of the Pacific culture, language faith and family values and support NDMT to foster an inclusive environment by embracing and integrating Pacific Island cultural values, customs, and worldviews. |
| Professional Development | <ul style="list-style-type: none"> • Participate in all NDMT required training programmes. • Maintain up to date knowledge with relevant legislation, best practice activities, procedural and policy developments. • Maintain professional standards through self-development and attendance at appropriate courses. |
| Confidentiality | <ul style="list-style-type: none"> • Maintain strict confidentiality at all times including compliance with the Privacy Act 2020 and all related organisational policies. |
| General | <ul style="list-style-type: none"> • Treat all residents, their families/whānau, friends, representatives and staff with respect at all times. • Positively promote the reputation of the NDMT at all times. • Carry out any other additional duties as may be reasonably required from time to time. |

PERSON SPECIFICATION

Qualifications

- A Level 4 qualification in Cookery or similar, or significant relevant experience.
- First Aid Certificate.

Skills, Experience and Attributes

- Previous experience in a commercial kitchen, ideally in an aged care setting.
- Strong culinary skills with an artistic flair, combining expert food preparation and cooking with the ability to create visually appealing, creatively plated meals.
- Demonstrated leadership experience with the ability to effectively delegate and run an effective meal service.
- Knowledge of legislation and regulations covering kitchen services and food safety in rest homes environments e.g. The Food Act 2014, Health and Safety at Work Act 2015.
- Knowledge of new developments in food nutrition, food technology and cooking methods, preferably in an aged care setting.