

Position Description: Executive Chef

Position Title	Executive Chef
Business area:	Food Services
FTE:	As per Conditions of Employment
Reports to:	Hospital Manager
Direct Reports:	Kitchen and Cafe team

OUR VISION

To be an innovative centre of excellence,
where people choose to receive or deliver health care and people love to work.

OUR GUIDING VALUES



Position Objective

- Provide the operational and professional leadership to the Food Services team and ensure alignment with the strategic direction of the Hospital.
- Exhibit, promote and lead exemplary relationships within all areas of Food Services.
- Exhibit, promote and lead exemplary patient / whānau / visitor food service within all areas of Food Services.
- Ensure the full utilisation of resources and capacity within Food Services while ensuring a safe, effective quality food service that is patient / consumer centric.
- Partner and work collaboratively with the Leadership teams including Clinical Flow Services, Operating Theatre, Ward Services, Infection Prevention and Control, Quality, Education, Clinical Informatics and Support Services to ensure the safe, effective, quality delivery of the combined clinical and non-clinical services within the Hospital.
- Ensure the commercial viability of Food Services through effective strategic and financial management.
- Lead the development of the Food Services Strategic Plan in collaboration with the Hospital Manager and lead the delivery of the implementation of the operational objectives across Food Services.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none"> • Executive Leadership team • Senior Management team • Operating Theatre Leadership and team • Ward Services Leadership and team • Clinical Flow Services Leadership and team • IT team 	<ul style="list-style-type: none"> • Suppliers • Patients/consumers • Clinicians and their staff • Company Representatives • Any visitors to St George's

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| <ul style="list-style-type: none"> Infection Prevention and Control team Colleague and Capability team Finance team All other St George's Hospital colleagues | |
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Key Areas of Accountability

Area of Accountability	Expected Results
Leadership and Communication <i>Provide the operational and professional leadership to the Food Services teams and ensure alignment with the strategic direction of the Hospital.</i>	<ul style="list-style-type: none"> Models and integrates our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together) within the Food Services team through daily practices, interactions and decision making. Demonstrates effective oral and written communication within a multidisciplinary team environment regarding optimal patient treatment, care and progress, and ensures positive professional relationships within the Hospital. Leads and manages the performance of the Food Services and Café team including colleague development – professional and personal, coaching and support, performance goal setting and yearly performance reviews, and ensures mandatory training is completed. Provides visible and accessible leadership, motivating others to follow and communicates consumer focused standards and behavioural expectations. Works cooperatively with all Hospital teams to promote a culture of openness in which practices and processes can be challenged, information shared, and issues addressed. Actively collaborates and engages with Operating Theatre, Ward Services and Clinical Flow Services, Infection Prevention and Control to ensure a safe and quality food service provision for patients.
Food Services Team Management <i>Ensure the full utilisation of resources and capacity within Food Services while ensuring safe, effective quality clinical and non-clinical care.</i> <i>Exhibit, promote and lead exemplar patient / whānau / visitor care service within all areas of Food Services.</i>	<ul style="list-style-type: none"> Oversees the operational management and leadership of Food Services (through the leadership team) to ensure the provision of quality food services which are safe and appropriate for patients, whānau, visitors, colleagues, and others within the Food Services environment. Ensures the efficient running of Food Services and Cafe teams and the performance indicators relating to the commercial viability of each of the areas is monitored and maintained. Models and ensures the reputation of St George's Hospital is always maintained. Identifies opportunities and leads projects to ensure the full potential of each of Food Services i.e. resources, capacity and efficiencies, including but not limited to <ul style="list-style-type: none"> staffing and reporting lines, rosters, equipment processes review of roles to maximise effectiveness. Demonstrates ability to identify, prioritise, analyse and resolve a range of issues/problems. Provides leadership in consumer engagement, including feedback (compliments and complaints management) and co-design in service improvements. Provides leadership in incident management including identification, review, monitoring and improvement identification and implementation. Assists to collect, analyse and evaluate information gathered through metrics, audit and/or surveys to improve, policies, processes, training opportunities and colleague engagement. Provides leadership to the Food Services team to support the recruitment of colleagues to enable Food Services to be correctly staffed for expected workloads, absenteeism and within allocated budgeted FTE. Addresses HR requirements for teams. Included but not limited to <ul style="list-style-type: none"> Monitoring / managing absenteeism. Rostering to contracted hours. Performance management / disciplinary procedures /coaching, mentoring.

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Area of Accountability	Expected Results
	<ul style="list-style-type: none"> Resolving team and individual performance issues. Ensures infection control practices are maintained in accordance with relevant standards and practices. Ensures all patient information and data is handled sensitively with care and privacy.
Food Services Catering Management <i>Ensure appropriate menus are in place and that presentation is of high quality.</i> <i>Manage the purchasing of all food consumed in the Hospital and its cost.</i>	<ul style="list-style-type: none"> Ensure menus are reviewed and updated with quality a primary objective. Ensure meals are presented to a high quality and present the Hospital as a leading private hospital. Collaborate with nursing management to ensure meal types, quality and quantity are appropriate and that the timing of delivery is appropriate. Ensures purchasing of all food consumed in the Hospital is done to maximise quality, economy and appropriate quantity. All food is securely and safely stored with consideration to food safety requirements and minimal wastage. Ensure excellent hygiene standards and housekeeping practices are maintained at all times
Delivering Strategy: <i>Lead the development of Food Services Strategic Plan in collaboration with the Hospital Manager and lead the delivery of the implementation of the operational objectives in Food Services.</i>	<ul style="list-style-type: none"> In collaboration with the Hospital Manager, constructively leads the development of the Food Services Strategic Plan (aligned to the Hospital Strategy) and leads the operational delivery of the plan. Actively champions initiatives, and facilitates the planning, implementation and embedding of change when initiated or requested.
Operational and Financial Management and Planning <i>Ensure the full utilisation of resources and capacity within Food Services while ensuring safe, effective, quality food service provision</i> <i>Ensure the commercial viability of the Food Services departments through effective strategic and financial management.</i>	<ul style="list-style-type: none"> Monitors, and ensures fiscal oversight of all negotiations of purchases, service contracts, expenditure, and supplies within Food Services. Contributes to operational planning and monitoring of Food Services to ensure optimal services are delivered within allocated budgets. Creates and implements best practice guidelines and standard operating procedures (SOP's) and ensures these processes are audited. Monitors and ensures kitchen supplies are monitored and controlled as per food safety and statutory requirements. Ensures business continuity plans are in place and reviewed regularly. Provides timely reporting to the Hospital Manager on risks, issues and developments within Food Services.
Professional Development	<ul style="list-style-type: none"> Ensures professional development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. Identifies own learning requirements/deficits and develops a plan in conjunction with the Hospital Manager to address these. Fosters an environment conducive to learning, enquiry and research.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Understands and has knowledge of Te Tiriti o Waitangi. Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
Cultural Safety	<ul style="list-style-type: none"> Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines, and initiatives. Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Other Duties	<ul style="list-style-type: none"> Performs other duties relating to the scope of the role when requested.

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Qualifications; Experience; Knowledge and Personal Attributes

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree or diploma in culinary arts or equivalent experience • Qualifications in nutritional management of food allergies • Formal training in food safety and hygiene management, understanding of relevant legislation 	
Experience & Knowledge	<ul style="list-style-type: none"> • Proven leadership ability and experience in a Kitchen environment • Extensive (8+ years in a senior management position) experience • Comprehensive understanding of food safety and relevant legislation • In depth experience in budgeting, inventory management and cost control • Comprehensive knowledge in nutritional management of food allergies 	
Personal Attributes	<ul style="list-style-type: none"> • Demonstrated leadership qualities: <ul style="list-style-type: none"> • Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility • Adept at managing multiple pieces of work and prioritising the demands of a diverse range of stakeholders. • Excellent consumer / patient focus. • Strong organisational understanding; negotiation skills and critical thinking. • An inclusive and approachable working style; with a clear understanding of the value diversity adds. • Co-operative and supportive team player. 	