

POSITION DESCRIPTION



ABN 66 925 509 211

Title: Food Services Assistant

Date of Effect: 23rd January 2009

Type of Employment: Casual

Department: Services

Classification HA1

Conditions: In accordance with the Health and Allied Services Public Sector – Victorian Consolidated Award 1998 and current Enterprise Bargaining Agreement

Hours: As Specified in contract

Accountable to: Services Manager

Role Statement: To assist with the day to day duties involved in the production and service of meals and food services.

Vision & Statement of Purpose

Our Vision:

Beechworth Health Service will lead and support the community to enjoy optimal health and quality of life.

Statement of Purpose:

Beechworth Health Service works with the communities of Beechworth and surrounding areas to provide comprehensive, quality health and wellness services in partnership with families, the community, health professionals and government.

CODE OF BEHAVIOUR

FOR STAFF AT BEECHWORTH HEALTH SERVICE

Beechworth Health Service (BHS) aims to provide care of the highest quality through ongoing exceptional performance and behaviour of our staff, consistent with our organisation's values.

Professional Behaviour

- Use your knowledge and skills to perform your duties to the best of your ability in a competent manner.
- Exercise fairness and dignity in your dealings with others.
- Honour and uphold confidentiality and respect the rights of others.
- Present a professional appearance to work.
- Work in a professional manner with fellow co-workers

Collaborative Working Relationships

- Recognise individuality and develop collaborative working relationships.
- Seek to resolve concerns rapidly and constructively.
- Work to ensure a safe, healthy, productive, enjoyable and creative environment.

Communication with Respect and Tolerance

- Recognise and respect individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.
- Communicate courteously in an atmosphere of collegiality, friendship and trust.
- Acknowledge your limitations and be willing to seek advice.
- Support the philosophy of being transparent in your work.
- Be open to receive feedback from others.
- Value sincere and open discussion of views and opinions.
- Discuss differences in a clear, calm, respectful and non-threatening manner (eg. refrain from using behaviours that are abusive, intimidating or patronising).

POSITION SPECIFICATIONS

Mandatory:

- Able to work unsupervised
- Excellent interpersonal skills
- Ability to work in a team environment
- Able to undertake the physical activities inherent in the position
- Competent Assessment in a recognised Food Handlers Course.
- Attend a least two mandatory education sessions yearly

Desirable:

- Competent Assessment in Occupational Hygiene courses
- Certificate 111 Health Support Services
- First Aid Certificate

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities Work office hours with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility • Presence of Sharps, Heat & Steam 	<p>Continual</p> <p>Occasionally</p> <p>Regularly Occasionally</p> <p>Regularly</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards, drill presses and guillotines • Undertake manual handling of equipment (eg lifting, pulling, pushing, moving, transferring, twisting) on a daily basis • 	<p>Occasionally</p> <p>Rarely</p> <p>Regularly</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and administration staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	<p>Continual Continual</p> <p>Continual Regularly Occasionally</p>	

STAFFING AND DIRECTION

1. Work in a manner that actively contributes to providing a safe environment for patients/residents, staff, volunteers and visitors at all times.
2. Perform duties as directed by your supervisor which includes preparation of foods for cooking, plating of foods, storage of foods prior to and following preparation, serving of foods and cleaning washing of equipment and utensils.
3. Work within the policies and procedures of Beechworth Health Service.
4. Attend work as directed by the fortnightly roster.
5. Perform duties as directed by the duty statement.

6. Perform other relevant tasks as directed by your supervisor.

TECHNICAL SKILLS

The incumbent is responsible to maintain their knowledge of;

1. Operation of Commercial Kitchen Equipment
2. Safe knife handling & storage skills
3. Fire Safety Skills
4. Knowledge of Standard Precautions in Infection Control best practice as applicable to food and the environment in residential and health care facilities
5. Manual handling

CLIENT CARE

1. Ensure the provisions of relevant legislation, ethical principles and standards are applied to work practice.
2. Ensure any client comments, concerns or complaints are attended to promptly and appropriately in accordance with health service policy.
3. Maintain client privacy, dignity and confidentiality when undertaking duties

QUALITY:

1. Perform your duties in accordance with procedures as stated in the Food Safety Plan in order to ensure that all foods are safe to consume.
2. Bring to the attention of your supervisor any recommendations for improvement that you feel would enhance the quality of the product, service or workflow of the organisation.
3. Actively participate in quality activities

PROFESSIONAL DEVELOPMENT

1. To keep abreast of latest developments in food trends, new products and changes to State legislation in regard to food safety.
2. In addition, attend CPR, fire and emergency procedures and manual handling in services at least annually.

PERFORMANCE CRITERIA

Annual performance appraisal by Services Manager.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:**