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|------------------------|--------------------------------|
| POSITION TITLE: | Food Services Assistant |
| RESPONSIBLE TO: | Manager Corporate Services |
| DEPARTMENT: | Catering |
| AWARD: | Health and Allied Services |
| CLASSIFICATION: | As per Award |
| REPORTS TO: | Food Services Team Leader |
| CONTRACT: | As per employment contract |

POSITION STATEMENT

Prepares and delivers food trays to hospital clients, maintains kitchen work areas and equipment and utensils in clean and orderly condition.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Ensure that all food and dietary supplements for hospital patients, staff and visitors are prepared in accordance to the food safety plan and departmental policy manual.
- Ensure that all equipment is operated in a safe and correct manner, observing OH&S requirements and manual handling requirements at all times.
- Maintain confidentiality.
- Attend training sessions as required to ensure skills are kept current.
- Ensure a spirit of team work and Co-operation is fostered among all staff.
- Attend annual performance review and appraisal.

QUALIFICATIONS

- Relevant Food Handlers Certificate.

KNOWLEDGE, SKILLS and ATTRIBUTES

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values
Respect, Integrity, Compassion, Excellent, Community
- All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbost Regional Health

- During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.

ADMINISTRATION

- Be conversant with ORH Policies and Procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Healthcare Standards (organisation wide)
 - Community Common Care Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health Quality Program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.

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AUTHORITY AND CONDITIONS

- All employees of Orbst Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbst Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level NA under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

.....
(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

Orbst Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Previous experience in the area of food services.
- Sound knowledge of safe storage and usage of chemicals.
- The ability to “fit in” and work as part of a team.
- Excellent communication skills.
- Current Police Check
- Current Working with Children Check
- Current Drivers Licence

Desirable Criteria

- Ability to take direction from senior staff, which may mean re-organisation of daily schedule of times.
- Knowledge of special dietary requirements.
- Safe Food Handler Certificate

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

| Focus area | Frequency | Classification | Staff | Training Type | Committee Responsible |
|--|----------------------|----------------|---|---|-------------------------------------|
| Emergency Response | Orientation & Annual | Mandatory | All ORH Staff | Online training | Emergency Preparedness & Resilience |
| Manual Handling | Orientation & Annual | Mandatory | All ORH Staff | Online training | OH&S |
| No Lift | Orientation & Annual | Mandatory | Nursing Staff | Online training and practical assessment | OH&S |
| Hand Hygiene | Orientation & Annual | Mandatory | All ORH Staff | Online training | Infection Control |
| Basic Life Support | Orientation & Annual | Mandatory | All Nursing Staff Medical Staff | Self-directed learning package- clinical skills practical assessment | Clinical Standards |
| Medication Administration General Adult & IV competency | Orientation & Annual | Mandatory | All Nursing staff (including medication endorsed ENs). | Online training | Clinical standards |
| Falls Prevention | Orientation & Annual | Mandatory | All nursing staff | Online training | Clinical Standards |
| Neonatal Resuscitation | Orientation & Annual | Mandatory | All Midwives | Online training | Clinical Standards |
| Advanced Life Support | Orientation & Annual | Mandatory | All ALS responders – grade 5/ ANUMs | Self-directed learning package- clinical skills practical assessment | Clinical Standards |
| Triage | Orientation & Annual | Mandatory | Grade 5 / ANUM | Online Training | Clinical Standards |
| Blood Safe | Orientation & Annual | Mandatory | All Nursing Staff | Online Training | Clinical Standards |
| Aseptic Technique | Orientation & Annual | Mandatory | All Nursing & Medical Staff | Online Training | Infection Control |
| Bullying and Harassment | Orientation & Annual | Mandatory | All ORH Staff | Online Training | People and Culture |
| Risk Management | Orientation & Annual | Mandatory | Managers | Online Training | OH&S |
| Occupational Violence | Orientation & Annual | Mandatory | All ORH Staff | Online Training | OH&S |
| OHS | Orientation & Annual | Mandatory | All ORH Staff | Online Training | OH&S |
| Cybersecurity training for health services | Orientation & Annual | Mandatory | All ORH Staff | Online Training | MPS Managers |

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

| Focus area | Frequency | Classification | Staff | Training Type |
|---|-----------------------|-----------------------|---------------|----------------------|
| Occupational Health & Safety | Orientation & Annual | Info Update | All ORH Staff | Manager Discussion |
| People & culture | Orientation & Annual | Info Update | All ORH Staff | Workshop |
| Diversity | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Clinical Governance | Orientation & annual | Info Update | All ORH staff | Manager Discussion |
| Resource Management | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Risk Management | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Quality Improvement | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Partnering with Consumers | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Performance Reporting and Monitoring | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Patient Rights & Responsibilities | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Emergency management & Business Continuity | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Review & Planning Process | Orientation & 2years | Info Update | All ORH staff | Manager Discussion |
| Environmental sustainability | Orientation & 2years | Info Update | All ORH staff | Manager Discussion |