

		<p style="text-align: right;">West Wimmera Health Service P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228</p>	
Position	Catering & General Services Assistant		
Location	West Wimmera Health Service	Reports to	Chef-In-Charge
Award	Health & Allied Sector Services- Managers & Administrative Workers, Single Interest Enterprise Agreement 2016-2020	Level	HA1
Effective Date	May 2019	Next Review	May 2020
Position Overview	<ul style="list-style-type: none"> • Cleaning of Hospital Acute, Aged Care areas and External Properties. • Assist with preparation, service and delivery of meals for patients, staff, meetings and other functions. • Ensure that supplies and equipment in relevant areas are maintained in a safe and sanitary condition in accordance with Department of Human Services Standards and Infection Control Guidelines. • Rotating roster over a 7-day period, including weekends and public holidays. 		
Key Result Areas	<ul style="list-style-type: none"> • Professional Development and Practice. • Compliance with Food Safety Program. • Compliance to required Cleaning Standards. • Ensure strict adherence to the West Wimmera Health Service Infection Control Program and Food Act 1984. 		
Liases with	<p>Internal: All staff and departments. External: Patients, residents, visitors, community, external services and providers.</p>		

POSITION RELATIONSHIPS:**Responsible To**

Hospitality & Environmental Services Manager

**Responsible To**

Chef-In-Charge

**This Position**

Catering & General Services Assistant

KEY RESPONSIBILITIES:

- Maintaining and complying with cleaning standards and Food Safety Guidelines.
- Maintain a high standard of hygiene.
- Ensure strict adherence with West Wimmera Health Service Infection Prevention protocols.
- Communicate effectively with others within and external to the department.
- Liaise and provide assistance with work colleagues and disability-supported employees in a professional manner.

STATEMENT OF DUTIES:

Duty No.	Details
1.0	Cleaning
1.1	Cleaning of all Hospital, Nursing Home, Hostel & external areas in accordance with Cleaning Standard Guidelines, including daily, weekly and monthly duties as specified in checklists in all areas specified from Monday to Sunday.
1.2	Ensure that supplies and equipment are maintained in a safe and sanitary condition in accordance with Department of Health and Human Services Standards and Infection Control guidelines.
1.3	Nhill CSSD – Nhill Campus only – cleaning of Theatre and CSSD areas from Monday to Friday
2.0	Preparation of Meals
2.1	Assists with preparation, service and delivery of meals.
2.2	Assists with preparation and serving of morning/afternoon tea and functions to residents, clients, staff and visitors.
2.3	Assists in collating menus for clients/residents.
2.4	Assist with washing, drying and putting away of kitchenware.
2.5	Assist with cleaning of all surfaces as per the services Food Safety Plan and worksheets.
3.0	Professional Practice
3.1	Demonstrate a commitment to positive promotion of the organisation within the community.
3.2	Participate in professional education opportunities.
3.3	Ensure compliance to Service Policies and Protocols.
3.4	Possess a sound knowledge and work practice relating to infection control policies and procedures.
4.0	Adaptability
4.1	To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts and embrace change.
4.2	To have the ability to liaise with personnel, patients and residents both within and external to the organisation and co-ordinate all relevant communications to them.
4.3	To liaise and supervise supported employees where required.
4.4	Other duties as delegated by Chef in Charge or Hospitality & Environmental Services Manager.
5.0	Technical Skills
5.1	Demonstrate knowledge, skills and proficiency in maintaining cleaning standards and adhering to the guidelines of the Food Act 1984.
6.0	Quality
6.1	Ensure dry and perishable goods are stored correctly and that work areas are maintained in a clean and sanitary manner in accordance with Health Regulations/Victorian Food Safety Standards and principles of Infection Control.

6.2	Ensure meals are prepared, presented, served and distributed in safe and hygienic conditions in accordance with the Food Act 1984.
6.3	Adhere to cleaning standards as per Department of Human Services Standards and Infection Control guidelines.
6.4	Actively participates in a range of quality activities including cleaning audits, and other audit processes as identified in the Food Safety Plan.
7.0	Safety
7.1	Participate in occupational health and safety training where appropriate, including mandatory education requirements.
7.2	Comply with employee responsibilities concerning the Occupational Health & Safety Act 2004.
7.3	To ensure systems are developed and implemented which reflect an Occupational Health and Safety approach in work practices.
8.0	Communication
8.1	Attend and participate in meetings as required.
8.2	Communicate effectively with others within and external to the department.
9.0	Appraisal
9.1	Initial appraisal – 3 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA:**KEY SELECTION CRITERIA:**

1. Ability to communicate effectively with other staff, supported employees, patients, management and the community.
2. Demonstrated ability to work without active supervision.
3. Proven ability to be multi-skilled.
4. Ability to prioritise.
5. Demonstrated basic ability to learn and use computer software packages including Microsoft, Outlook, Word, Excel and other software packages as necessary.

DESIRABLE SELECTION CRITERIA:

1. Knowledge of Health Regulations and Victorian Food Safety Standards.
2. Knowledge of Infection Control Health Regulations.
3. Knowledge and understanding of Department of Human Services Cleaning Standards.
4. Knowledge and understanding of Food Safe Australia.
5. Appropriate training in cleaning:
 - Proficiency in cleaning through on the job training.
6. Appropriate training in preparation and service:
 - Proficiency in kitchen assist duties and food preparation through on the job training.

SPECIALISED EQUIPMENT OPERATED:

Computer, Printer/copier, Electrical equipment, Vacuum & Steam Cleaner, Floor Cleaning equipment, Dishwasher, Waste Disposal units, Knives, Food Processors, Bamix, Bain Marie, Combi Oven, Oven & Stove

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<p>Signature:</p> <p>.....</p> <p>Catering & General Services Assistant:</p> <p>Date:</p>	<p>Signature:</p> <p>.....</p> <p>Hospitality & Environmental Services Manager:</p> <p>Date:</p>
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