



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	607491
<b>Division:</b>	WHEATBELT - Western	<b>Title:</b>	Cook - Wyalkatchem
<b>Branch:</b>	Wyalkatchem-Koorda Health Service	<b>Classification:</b>	HSW Level 5
<b>Section:</b>	Kitchen	<b>Award/Agreement:</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Operations Manager Western <b>Classification:</b> HSO G-11 <b>Position No:</b> 613281	↑
<b>Responsible To</b>	<b>Title:</b> Health Service Manager <b>Classification:</b> RNM SRN 5 <b>Position No:</b> 607482	↑
<b>This position</b>	<b>Title:</b> Cook - Wyalkatchem <b>Classification:</b> HSW Level 5 <b>Position No:</b> 607491	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

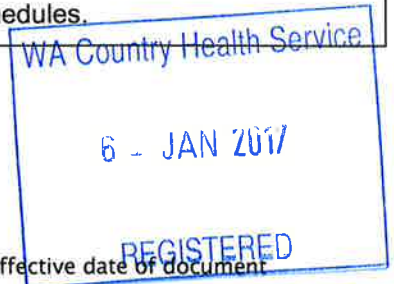
<b>Title</b> All Staff employed at Wyalkatchem-Koorda Health Service
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> <tr> <td></td> <td style="text-align: center;">Kitchen Support Staff</td> </tr> </table>	Position No.	Title		Kitchen Support Staff	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Category</td> <td style="width: 30%;">Number</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> </tr> </table>	Category	Number	Nil	Nil
Position No.	Title								
	Kitchen Support Staff								
Category	Number								
Nil	Nil								

### Section 3 – KEY RESPONSIBILITIES

Responsible for the production, preparation, cooking and serving/ distribution of meals and beverages for Health Service clients, Lodge Residents, Meals on Wheels Recipients, staff and other community clients in accordance with Health Department of WA and Wyalkatchem-Koorda Health Service Standards, Policies, procedures and Schedules.

Supervision of the Kitchen Support Staff and monitor day to day procedures and schedules.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### OUR PURPOSE

Working together for a healthier country WA

### WHAT WE STAND FOR

**A fair share for country health** – securing a fair share of resources and being accountable for their use.

**Service delivery according to need** – Improving access based on need and improving health outcomes.

**Closing the gap to improve Aboriginal health** – Improving the health of Aboriginal people.

**Workforce stability and excellence** – Building a skilled workforce and a supportive workplace.

### OUR VALUES

**Community** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

**Compassion** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

**Quality** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

**Integrity** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

**Justice** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service

6 - JAN 2017

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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
1.0	<b>MEAL PRODUCTION</b>	<b>D</b>	<b>65</b>
1.1	Responsible for the day to day preparing, cooking and storage of meals for patients, staff and other clients as required in accordance with the guidelines described in the Food Safe Manual, Infection Control guidelines, WACHS Nutritional Standards and hospital policies and procedures.		
1.2	Supervises and coordinate with the other staff in the kitchen area on food preparation.		
1.3	Liaises with nursing staff for any changes to patient numbers. Prepare meals/ diets as requested by the nursing staff or dietician. Prepare any other diet, drinks or food stuffs that may be required in the future or for patient requirement after hours.		
1.4	Plate and store all meals prepared in the appropriate manner depending on when they are to be served. Prepare morning tea for patients and staff, and afternoon tea for patient.		
1.5	Prepare other meals on staff requests as well as for special occasions as directed by the Health Service Manager.		
1.6	Prepare a selection of meals available for "Meals on Wheels: as required and store appropriately until collected or delivered.		
2.0	<b>CLEANING – KITCHEN</b>	<b>D</b>	<b>10</b>
2.1	Clean and polish all workbenches and the sinks.		
2.2	Ensure the stove and oven is clean and tidy.		
2.3	Assist the other kitchen staff in any washing/cleaning as necessary.		
2.4	Ensure the kitchen is left clean and tidy before the end of duty.		
2.5	Responsible to assist the facilitation of the completion of the general tasks of the kitchen procedures and schedules.		
3.0	<b>KITCHEN STORES</b>	<b>D</b>	<b>10</b>
3.1	Ensures that all perishable and non-perishable food are stored in an appropriate manner.		
3.2	Ensure an adequate supply of all perishable food items, checks the quality and quantity of supplies and orders these items as needed.		
3.3	Ensure that daily work sheets, temperature guides and stock levels are documented accurately.		
4.0	<b>ADMINISTRATION</b>	<b>D</b>	<b>10</b>
4.1	Responsible for maintaining stocks of all consumables used for cleaning.		
4.2	Ensure that all paperwork (i.e. purchase orders and invoices) is collated and handed over to the front office staff for processing.		
4.3	Responsible for sourcing replacement staff when there are shortfalls due to sickness or training.		
5.0	<b>OTHERS</b>	<b>D</b>	<b>5</b>
5.1	Perform any other duty as directed by the Health Service Manager.		
5.2	Participates in the Performance Management process.		
5.3	Positively participates in and promotes team concept within the workplace.		
5.4	Participates in the Continuous Improvement Process.		
<p><i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to a high level in Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Development, Customer Service, Disability Services and Confidentiality throughout the course of their duties.</i></p>			

WIA Country Health Service

6 JAN 2017

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**Section 5 – WORK RELATED REQUIREMENTS**

**ESSENTIAL**

1. Knowledge of Hazard analysis and Critical control points or HACCP guidelines and safe practice.
2. Previous supervisory skills preferably within a kitchen environment.
3. Demonstrated ability to work with minimal supervision and in a team environment.
4. Sound understanding of hygiene and safety requirements in the preparation of foods.
5. Good interpersonal, verbal and written communication skills and basic literacy skills.
6. Good organisational and problem solving skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services, Occupational Health and Safety, and how these impact on employment and service delivery.

**DESIRABLE**

1. Previous experience as a cook in a hospital or a commercial environment.
2. Recognised qualification in catering.

**Section 6 – APPOINTMENT FACTORS**

Location	Wyalkatchem	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Aged Care Criminal Record Screening</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul>		
Specialised equipment operated	Catering equipment and appliances		

**Section 7 – CERTIFICATION**

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

WA Country Health Service  
6 - JAN 2017  
REGISTERED

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6 - JAN 2017  
REGISTERED

Signature and Date: \_\_\_\_\_  
Executive Services

Signature and Date: \_\_\_\_\_  
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed