



North Metropolitan Health Service
Job Description Form

HSS REGISTERED JULY 2017

Tradeperson Cook

Health Support Workers Agreement: Level 10

Position Number: 001281

Patient Support Services / Corporate Nursing Services

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Manager, Patient Support Services
 HSO Level G9
 Position Number: 000241



Manager, Catering Services – Retail
 HSO Level G7
 Position Number: 006403



This Position



← Also reporting to this supervisor:

- Food Service Attendant
- Administration Assistant
- Kitchen Attendant
- Cafe Team Leader
- Cook Other

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Responsible for the coordination of ordering and planning for food production and the preparation and cooking of function and retail services menu items including a la carte and cooked to order menu items within the health service. Maintains clean safe food preparation and service areas in accordance with food safety requirements. Assists with all facets of Retail Services.

Brief Summary of Duties (in order of importance)

1. Food Services

- 1.1 Responsible for safe food preparation and production within Retail Services.
- 1.2 Assists in the supervision of kitchen staff, in order to provide an excellent level of service, and to maximise food production quality.
- 1.3 Comply with all departmental policies and procedures and industry standards, including providing input into compliance with the food safety plan.
- 1.4 Monitors and controls all activities within Retail Services ensuring the production of quality and hygienically prepared meals and beverages.
- 1.5 Plans and communicates meal service work requirements to food production and service staff.
- 1.6 Supports and promotes a high standard in food production and presentation of Food Services.
- 1.7 Contributes towards the delivery of a customer focused service.
- 1.8 Responsible for stock security and accountability.
- 1.9 Responsible for ordering supplies.

2. Food Safety & Hygiene

- 2.1 Maintains a high degree of personal hygiene.
- 2.2 Maintains a high standard of hygiene and cleanliness in Retail Food Services to comply with HACCP standards.
- 2.3 Practices and models safe food handling practices. Monitors task schedules and ensures kitchen cleanliness and compliance with all departmental policies and guidelines – reporting non-compliance to the manager.
- 2.4 Ensures compliance with the Retail Services Food Safety Program and Hazard Analysis and Critical Control Points (HACCP) are controlled. Reports non-compliance to the manager as required.
- 2.5 Cleans and sanitises catering equipment and designated work areas in accordance with agreed standards.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Complies with the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated previous industry experience in a large scale food business.
2. Possession of a relevant food trade qualification.
3. Demonstrated experience in high volume fast paced cooking and planning and preparation of menu items for various retail services and functions.
4. Demonstrated experience in monitoring and applying HACCP and safe food hygiene principles in the workplace.
5. Demonstrated knowledge of food preparation and presentation and menu and recipe planning.
6. Demonstrated effective supervisory experience.
7. Demonstrated effective communication skills (written and verbal).
8. Demonstrated ability to lead / work effectively in a team environment.
9. Commitment to the provision of a patient/customer focused service.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name: Moira Beaman
Signature/HE: HE120706
Date:

Dept./Division Head

Name: Linda Davies
Signature: HE04099
Date:

Position Occupant

Name:
Signature:
Date: