



Section 1 - POSITION IDENTIFICATION

| | | | |
|------------------|--|---|------------------------------------|
| | | Position No: Title: Classification: Award/Agreement: | 210075 |
| Division: | Kimberley | | Food Service Attendant |
| Branch: | Derby & Fitzroy Valley Health Services (DFVHS) | | HSW Level 1/2 |
| Section: | Support Services | | Hospital Support Workers Agreement |

**Responsible
to**

| | |
|------------------------|--|
| Title: | Director of Nursing-Health Service Manager |
| Classification: | RN SRN Level 5 |
| Position No: | 615271 |

Title

Cook

Food Service Attendant Multiple

All Purpose Orderly Multiple

**Responsible
to**

| | |
|------------------------|--------------------------|
| Title: | Support Services Manager |
| Classification: | HSO Level G4 |
| Position No: | 200033 |

| | |
|------------------------|-------------------------------|
| Title: | Food Service Attendant |
| Classification: | HSW Level 1/2 |
| Position No: | 210075 |

| Positions under direct supervision: | | ← Other positions under control: | |
|-------------------------------------|-------|----------------------------------|--------|
| Position No | Title | Category | Number |
| | | | |

Assists in food preparation on request from nominated delegate. Assists in maintaining a clean and hygienic environment in the catering department. Assists in serving meals and dishwashing. To provide a clean safe environment for both patient and staff, which meet the standards, set down by the Hospital and Health Department of W.A.

| | | | |
|-------|------------------------|----------------|---------------|
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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

WA Country Health Service

17 October 2017

REGISTERED

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 - STATEMENT OF DUTIES

| Duty No | Details | Freq | % |
|----------|--|------|-----------|
| 1 | GENERAL | | 90 |
| 1.1 | Set up meal trays as directed. | | |
| 1.2 | Deliver meals & refreshments to all areas as per Duty Statement. | | |
| 1.3 | Collect dirty cups, plates, jugs, cutlery etc. and return them to the kitchen. | | |
| 1.4 | Ensures staff dining room is kept clean and tidy, items within replenished when required. | | |
| 1.5 | Washes and dries all catering utensils. | | |
| 1.6 | Checks ward pantries for dirty kitchenware and return to kitchen for correct washing. | | |
| 1.7 | Clean kitchen and staff dining room, keeping then in a hygienic condition at all times. | | |
| 1.8 | Clean dishwashing machine and benches after completion of washing. | | |
| 1.9 | Clean kitchen floor as per kitchen policy. Other cleaning duties as per daily, weekly, monthly and six monthly kitchens check sheet. | | |
| 1.10 | Restock jam, sugar, salt, pepper and teabags and others as required. | | |
| 1.11 | Attends and participates in regular staff meetings. | | |
| 1.12 | Assists with the training of new employees in the correct procedures and operation of equipment. | | |
| 1.13 | Participate in quality and accreditation activities in relation to the Hotel Service department. | | |
| 1.14 | Any other duties within the limit of skills, competence and training for Catering Staff as directed by the Support Service Manager/Leading Hand or Nominated Delegate. | | |
| 2 | OTHER | | |
| 2.1 | Other duties as directed by line manager or their delegate. | | 10 |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Good interpersonal and oral communication skills.
- 2 Good organisational and time management skill.
- 3 Ability to work independently and effectively, without supervision, as part of multidisciplinary team environment.

DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Experience in a cross-cultural environment.
- 3 Food Safe training.

Section 6 - APPOINTMENT FACTORS

| | | | |
|---|--|----------------------|---|
| Location | Fitzroy Crossing | Accommodation | As per WA Country Health Service (WACHS) Kimberley policy |
| Appointment/ Allowances Conditions | Appointment is subject to: <ul style="list-style-type: none"> • This position is subject to a successful Criminal Record Screening and a Working with Children Check • Completion of a 100 point identification check • Successful Pre-Placement Health Screening clearance Allowances include: <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air-conditioning Subsidy as applicable • Additional week Northwest Leave | | |
| Specialised equipment operated | | | |

Section 7 - CERTIFICATION

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

Signature and Date: ____/____/____

Operations Manager
Derby and Fitzroy Valley Health Service

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

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 |
|------|-----------|----------------|-------------|
| | | | |

WA Country Health Service

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