



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	615631
Division:	Albany Health Campus Operations	Title:	Catering Services Supervisor
Branch:	Hotel Services	Classification:	HSO Level G-4
Section:	Catering	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G-11
	Position No:	613109



Responsible To	Title:	Hotel Services Coordinator
	Classification:	HSO Level G-5
	Position No:	007836



This position	Title:	Catering Services Supervisor
	Classification:	HSO Level G-4
	Position No:	615631



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
005123 Laundry Foreman HSW L10
614828 Patient Support Assistant HSW L3/4
005681 Casual Support Services Worker HSW L1/2
005138 Cleaner HSW L1/2
005115 Orderly HSW L3/4



Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
005074	Trade Cook (4 FTE)	HSW L10		
005078	Cook (2.2 FTE)	HSW L3/4		
005105	Menu Assistant (2.8 FTE)	HSW L3/4		
005080	Kitchen Orderly (1 FTE)	HSW L1/2		
005082	Food Service Assistant (2.8 FTE)	HSW L1/2		
005081	Food Service Assistant (6.6 FTE)	HSW L1/2		

Section 3 – KEY RESPONSIBILITIES

Responsible for the day to day operations of the Catering Services at Albany Health Campus.



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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

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.

**WA Country Health Service –
Great Southern**

23 November 2017

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	Manage and co-ordinate the day to day operational activities of Kitchen and Food Services. This includes managing the 'cook chill' process within Australian governance standards to ensure patient safety.	D	
2	Identify and implement cost efficiencies through effective business planning, including performance development programming, provision of high quality Food Services.		
3	Responsible for the implementation, monitoring and auditing of a Food Safety program and the Australian Nutritional Standards to ensure industry standards are met within the Kitchen and Food services area.		
4	Accountable to maintain and monitor all Occupational Safety and Health requirements and adherence to Equal Employment Opportunity Legislation.		
5	Responsible to manage and monitor the Food Services team to ensure compliance to policy and procedures.		
6	Accountable to ensure all staff under supervision have completed an annual appraisal and training plan.		
7	Responsible for all staff under supervision to be adequately trained.		
8	Undertakes the recruitment, selection, orientation and training of all new staff within areas of responsibility.		
9	Manage Kitchen Annual leave and daily rosters.		
10	Provide monthly performance reports on Kitchen and Food Services.		
11	Monitor cleaning contracts at point of delivery.		
12	Monitor product quality at point of delivery		
13	Provide advisory assistance to other health services as directed by the Hotel Services Coordinator.		
14	Participates in and monitors quality processes within areas of responsibility.		
15	Supports the Hotel Services Coordinator with the procurement of goods and services, invoicing, payment of accounts and budget management for kitchen services within Albany Health Campus		
16	Other duties as directed by the Hotel Services Coordinator or Operations Manager.		
	<i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act</i>		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in health hospitality services delivery
2. Demonstrated management experience including human resource and financial management
3. Demonstrated experience working in a Food Safe environment with good understanding of HACCP
4. Demonstrated interpersonal, communication skills (both oral and written) including negotiation and conflict management skills
5. Demonstrated high level skills in computer applications
6. Demonstrated ability to work effectively as part of a team to deliver service outcomes
7. Current Knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Health and Safety on how these impact on employment and service delivery

DESIRABLE

1. Certificate IV Workplace Assessment (or willingness to obtain)

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and Working with Children (WWC) check • Successful Pre- Placement Health Screening clearance 		
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: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

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

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