

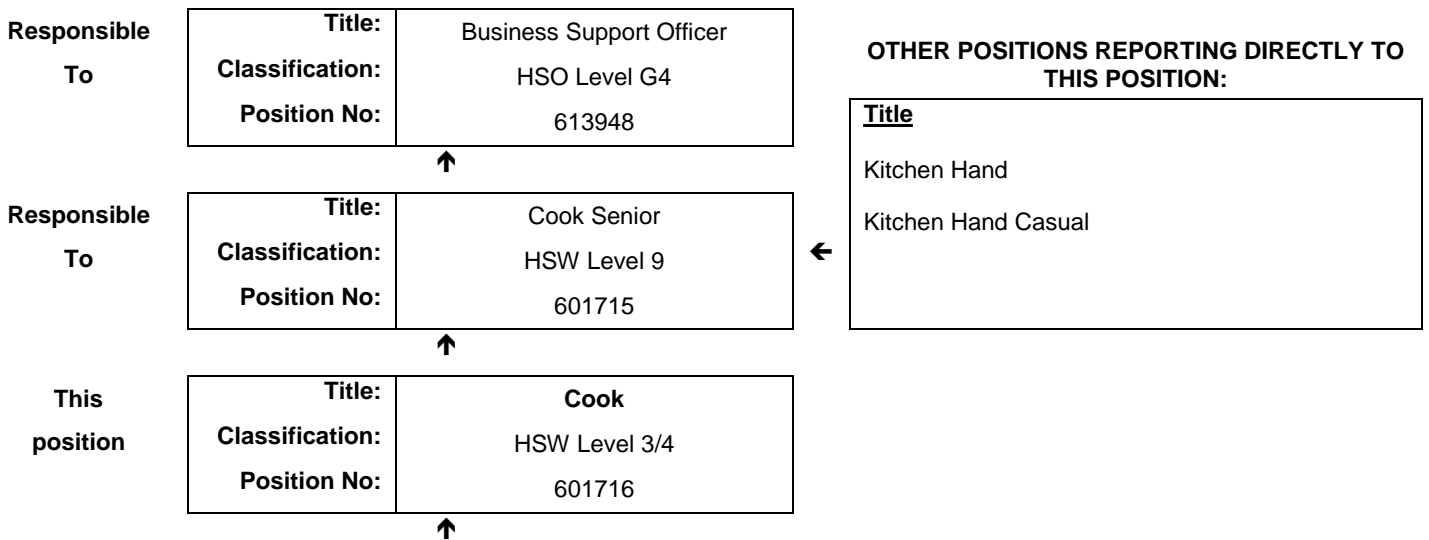


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

| | | | |
|-------------------|--------------------------|------------------------|------------------------------------|
| Goldfields | | Position No: | 601716 |
| Division: | Esperance Health Campus | Title: | Cook |
| Branch: | Operations | Classification: | HSW Level 3/4 |
| Section: | Patient Support Services | Award/Agreement | Hospital Support Workers Agreement |

Section 2 – POSITION RELATIONSHIPS



| | | | | | |
|--|---|-------|---|----------|--------|
| Positions under direct supervision: | ← Other positions under control: | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table> | Position No. | Title | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> </table> | Category | Number |
| Position No. | Title | | | | |
| Category | Number | | | | |

Section 3 – KEY RESPONSIBILITIES

To prepare and cook food for patients and staff.

**WA Country Health Service –
 GOLDFIELDS**

5 April 2018

**REGISTERED
 Job Description Form**

| | | | |
|-------|------|----------------|---------------|
| TITLE | Cook | POSITION NO | 601716 |
| | | CLASSIFICATION | HSW Level 3/4 |



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.

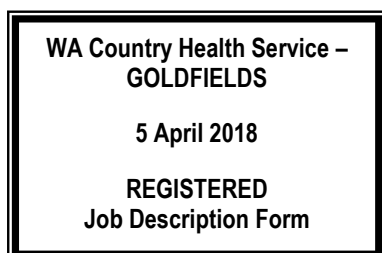


| | | | |
|--------------|-------------|-----------------------|----------------------|
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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|-----------------|---|--------------|----------|
| 1. | Responsible for the provision of an efficient and effective catering service. | D | |
| 2. | Prepares and cooks food for patients, staff and special diets following recipes provided. | D | |
| 3. | Plans, prepares and records requirements for all functions under the direction of the Cook Senior. | O | |
| 4. | Operates cooking equipment used within the kitchen in a safe manner and able to assemble and dismantle the various attachments. | | |
| 5. | Maintains a high degree of both personal and kitchen hygiene. | | |
| 6. | Maintains cleanliness of all equipment, work surfaces and floors. | | |
| 7. | Maintains sound knowledge of diets and dietary cooking. | | |
| 8. | Participates in orientation, training and compulsory lectures. | | |
| 9. | Complies with policies and practices and relevant legislation eg. Infection Control. | | |
| 10. | Participates in Quality Activities as directed by Cook Senior. | | |
| | 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 and Confidentiality throughout the course of their duties. | | |

Frequency: D - Daily, W - Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually



| | | | |
|--------------|-------------|-----------------------|----------------------|
| TITLE | Cook | POSITION NO | 601716 |
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Extensive catering experience.
2. Demonstrated effective interpersonal skills.
3. Demonstrated ability to work and contribute to a team environment.
4. Demonstrated ability to work with little or no supervision.
5. Commitment to understanding of Equal Employment Opportunity, Occupational Safety and Health and Infection Control principles and their application in the workplace.
6. Demonstrated client focus.

DESIRABLE

1. Trade certificate in relevant discipline.
2. Previous experience in a large catering environment.
3. Knowledge of common therapeutic diets.
4. Creative and innovative food presentation skills.

Section 6 – APPOINTMENT FACTORS

| | | | |
|---|---|----------------------|--|
| Location | Esperance | Accommodation | As per the WA Country Health Service policy. |
| 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 • Successful Pre- Placement Health Screening clearance Allowances <ul style="list-style-type: none"> • District Allowance as applicable | | |
| 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: ____/____/____
Business 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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