



North Metropolitan Health Service
Job Description Form

HSS Registered August 2016

Food Safety Supervisor
Health Salaried Officers Agreement: Level G4
 Position Number: 006144
CATERING SERVICES
PATIENT SUPPORT SERVICES / SCGH

Reporting Relationships

Manager Patient Support Services
 HSO Level G-9
 Position Number: 000241



Manager Catering Services
 HSO Level G-7
 Position Number: 000255



This Position



← Also reporting to this supervisor:

- Assistant Catering Manager
- Roster Clerk
- Orders Clerk

<p>Directly reporting to this position:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Title</th> <th style="text-align: left; width: 30%;">Classification</th> <th style="text-align: left; width: 40%;">FTE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title	Classification	FTE				<p>Other positions under control</p> <ul style="list-style-type: none"> • Catering Supervisors • Cooks • Menu Assistants • Food Service Attendants • Kitchen Attendants • Store Persons
Title	Classification	FTE					

Prime Function / Key Responsibilities

Undertakes continuous review, development and implementation of the Food Safety program, ensuring currency, and compliance with Food Hygiene standards and the legal requirements for due diligence. Train staff in appropriate Food Handling procedures and monitor compliance to ensure the provision of safe food to patients.

Brief Summary of Duties (in order of importance)

1. Food Safety

- 1.1 Implement and maintain a documented Food Safety program, continuously monitoring and reviewing compliance and effectiveness. Design, implement and monitor compliance with Standard Operating Procedures and address non-compliance as required.
- 1.2 Monitor and address Food Safety compliance issues with the relevant legislation and standards including FSANZ, and Health Acts.
- 1.3 Assess and train staff in Food Safety, good manufacturing practices and HACCP concepts ensuring that the Food Safety program training requirements are met.
- 1.4 Implement and oversee control measures for food allergens and therapeutic diets.
- 1.5 Ensure HACCP prerequisite programs are maintained.
- 1.6 Responsible for overall co-ordination of repair's and preventative maintenance for catering services.
- 1.7 Ensure microbiological and food allergen monitoring is carried out in accordance with the Food Safety program and corrective action undertaken.
- 1.8 Maintains an effective product recall procedure.
- 1.9 Undertake internal and participate in external regulatory audits of the Food Safety program
- 1.10 Review results of internal and regulatory audits, implementing appropriate corrective action where necessary.
- 1.11 Facilitate and participate in Quality Improvement activities.
- 1.12 Leads and participates in HACCP team activities.

2. Leads A Team

- 2.1 Develops, supports and motivates team members.
- 2.2 Ensures that team members maintain agreed food safety and departmental standards.
- 2.3 Integrates new team members, mentoring, supporting and building trust.
- 2.4 Ensures that non-compliance and/or staff poor performance is addressed, documented and escalated/reported.
- 2.5 Investigate, document and escalate/report incidences of misconduct.
- 2.6 Assists in the training, recruitment and selection of staff.
- 2.7 Assist and lead teams in emergency situations.

3. Maintain administrative records

- 3.1 Monitor and maintain electronic and written records as required by the departmental Food Safety program. (HACCP forms, facility maintenance worksheets, food receivable worksheets, cooking cooling records, food and appliance temperature measuring and monitoring worksheets, cleaning and sanitising worksheets).
- 3.2 Ensure that patient and diet identification checks are always carried out in accordance with the current procedure.
- 3.3 Ensure team members returning from sick leave are cleared to work in food areas.
- 3.4 Maintain records of catering activities and statistical data.

4. Strategic planning

- 4.1 Participate in the formulation and implementation of strategic and departmental plan objectives, policies and procedures in order to improve service provision.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

Food Safety Supervisor | HSO Level G4 | 006144

- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Relevant experience in a large industrial catering operation
2. Demonstrated knowledge of the principles of and demonstrated experience in the practical application of Hazard Analysis and Critical Control Point (HACCP), Food Safety programs and relevant legislative requirements.
3. Demonstrated experience in delivering competency based training
4. Well-developed verbal communication and interpersonal skills and an ability to liaise effectively with a diverse range of people.
5. Demonstrated ability to work in a team environment and ability to communicate at all levels
6. Experienced in using software applications including word processing and spreadsheets.
7. Analytical and problem solving skills using innovation and Quality Improvement principles
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Possession of, or working towards Certification IV in Assessment and Workplace Training.
2. HACCP and or RABQSA certification in food safety.

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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: