



Job Description Form

HSS REGISTERED

PANTRY PERSON

Hospital Support Workers Agreement: HSW Level 1/2

Position Number: 00005626

Catering Department

Patient Support Services

King Edward Memorial Hospital

Reporting Relationships

Manager Patient Support Services

HSO G8

Position Number: 00006115



Catering Services Supervisor

HSO G4

Position Number: 00005602



This Position



← Also reporting to this supervisor:

- Tradesperson
- Cooks
- Catering Team Leaders
- Kitchenhands
- Senior Food Attendants
- Food Attendants

Directly reporting to this position:

Title

Classification

FTE

Other positions under control

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Prime Function / Key Responsibilities:

Provide leave relief cover, at short notice, as required, for all shifts inclusive of Breakfast, Lunch and Dinner Shifts.

Assist in the plating and delivery of patient meals and beverages, service meals in staff dining room, cash register operation and delivery and service of function catering. Cleaning and ware washing.

Ensure that the Catering Department complies with all legislative, regulatory and industry standards.

Brief Summary of Duties (in order of importance)

1. Provide leave relief cover, at short notice, as required for all shifts inclusive of breakfast, lunch and dinner shifts.
2. Supply a high standard of service to patient, staff and customers.
3. Assist the Team Leader in achieving daily objectives of meals distribution.
4. Participate in the assembly and distribution and collection of patient meals and beverages, including dining room service and function requirements.
5. Cleaning, washing of all crockery, cutlery, wash ware and including general cleaning duties.
6. Maintains a high standard of hygiene and cleanliness in meals distribution, dining and function rooms.
7. Maintain and high standard of personal grooming, wear clean uniforms provided by the hospital.
8. Perform all duties in areas of operation as directed by the Team Leader.
9. Participate in performance management and quality activities when required.
10. Undertake training when requested and attend meetings when required.
11. **NMHS Governance, Safety and Quality Requirements**
 - Participates in the maintenance of a safe work environment
 - Participates in an annual performance development review.
 - 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.
 - Completes mandatory training (including safety and quality training) as relevant to role.
 - Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
12. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Competent numeracy and literacy skills
2. Demonstrated knowledge and application of food handling and hygiene principals.
3. Demonstrated ability to work as part of a large team.
4. Demonstrated ability to work unsupervised.
5. Good interpersonal skills, particularly with respect to customer service in a busy environment.

Desirable Selection Criteria

1. Experience in hospital / aged care meals distribution.
2. Knowledge of customer service principles.
3. Awareness of occupational safety and health principles / issues relevant to the position.
4. Current knowledge and commitment to Equal Opportunity and Disability services in all aspects of 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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: