



Government of **Western Australia**
North Metropolitan Health Service

North Metropolitan Health Service
Job Description Form

HSS Registered

Menu Assistant

Hospital Support Workers Agreement : Level 3/4

Position Number: 001326

Patient Support Services / Corporate Nursing Service

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Assistant Catering Manager
HSO Level G4
Position Number: 000261



Catering Supervisor
HSO Level G3
Position Number: 000252



This Position



Also reporting to this supervisor:

- Tradesperson Cook
- Menu Assistant
- Food Service TL
- Food Service Attendant
- Store person

Directly reporting to this position:

Title	Classification	FTE
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Other positions under control

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Prime Function / Key Responsibilities

Co-ordinate patients' specific dietary requirements and menu selections while safely maintaining, delivering and serving food and beverages.

Brief Summary of Duties (in order of importance)

1. Actively participates in the efficient delivery of food and beverage services to patients.
2. Responsible for accurately collating all meal changes using electronic menu software.
3. Prints patient meal information and ensures that diets and meals correspond correctly.
4. Maintains effective communication with clinical staff, other departments and all areas of Catering.
5. Actively participates in ensuring food safety, hygiene and cleanliness in accordance with the Sir Charles Gairdner Hospital food safety program.
6. Involved in Quality Assurance and continual improvement programs.
7. Liaise with health care team members in regard to ordering of special diets for patients.
8. Report any malfunctioning equipment and/or potential hazard.
9. Undertake all mandatory training as requested.

10. NMHS Governance, Safety and Quality Requirements

- 10.1 Participates in the maintenance of a safe work environment.
- 10.2 Participates in an annual performance development review.
- 10.3 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.
- 10.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 10.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 10.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

11. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Excellent patient/customer service skills.
2. Ability to work as part of a team with limited supervision.
3. Effective interpersonal and written communication skills.
4. Computer literacy and experience in using Microsoft Office applications i.e. Word, Excel.
5. Effective time management.
6. Ability to problem solve.
7. Knowledge of food safety and hygiene.

Desirable Selection Criteria

1. Experience in catering and /or health care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and 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:
Date:

Position Occupant

Name:
Signature:
Date: