



HSS REGISTERED

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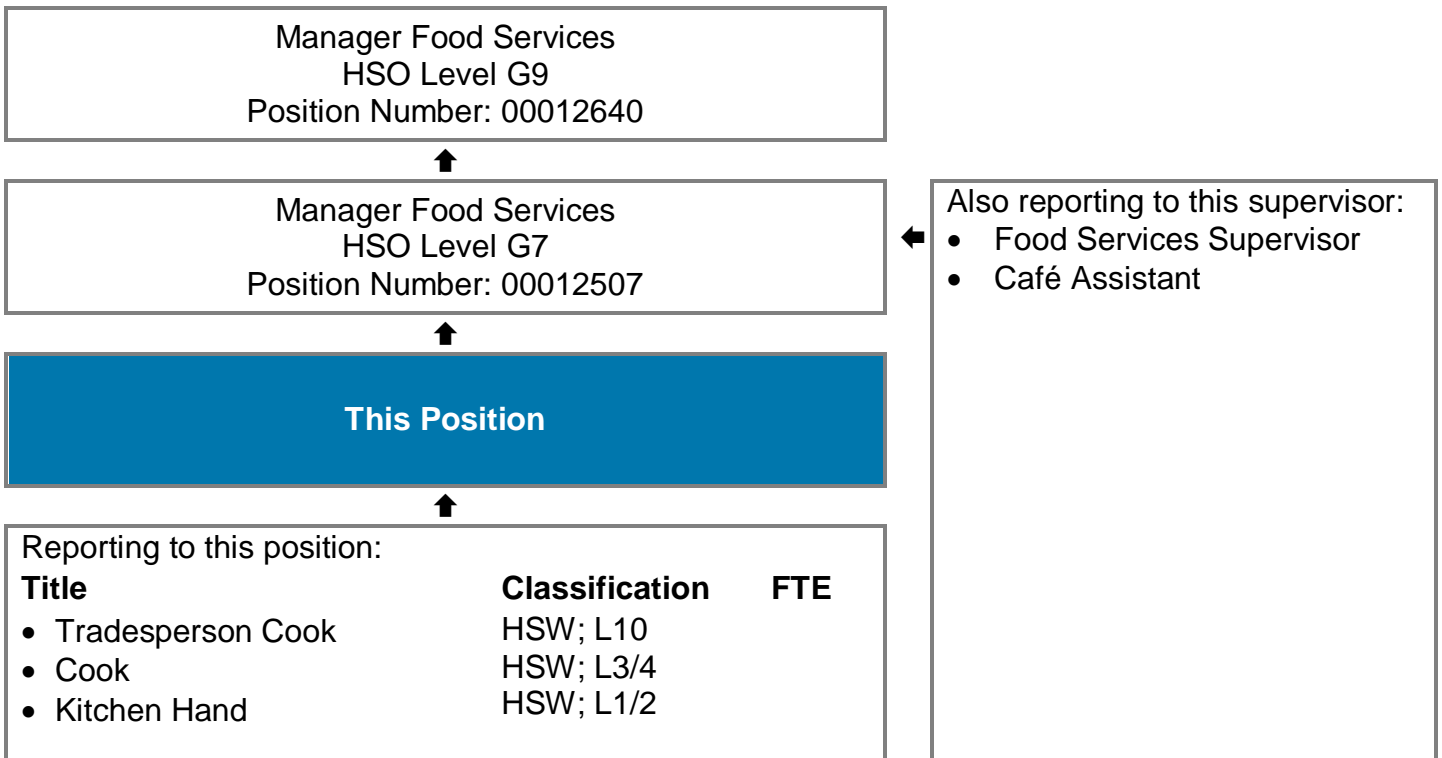
Hospital Support Workers Agreement; Level 11

Position Number: 00013818

Patient Support Services / Food Services

Perth Children’s Hospital / QEII Nedlands

Reporting Relationships



Key Responsibilities
Ensures food preparation is prepared in compliance with the Food Safety Plan and is responsible for the coordination and supervision of the daily meal production including the preparation and cooking of food within the health service.

Brief Summary of Duties

1. Supervisory and Management

- Responsible for the daily supervision of the Tradesperson Cooks and Cooks.
- Trains Tradesperson Cooks and Cooks in the use of kitchen equipment/systems.
- Responsible for safe food handling practices, monitoring task schedules, kitchen cleanliness and compliance with all departmental policies and guidelines.
- Leads the daily planning and production of meals in accordance with the Menu.
- Defines current meal service work requirements and staff allocation.
- Communicates meal service work requirements to food production staff.

2. Food Service

- Responsible for the preparation and production of nutritional and well-presented meals.
- In liaison with the Food Services Manager and the Dietitian maintains menu options.
- In liaison with the Food Services Manager updates recipes and programs the recipes in relevant equipment/systems.
- Provides excellent level of service and maximises production quality in Food Services.
- Supports and promotes a high standard in food production and presentation of Food Services.
- Contributes towards the delivery of a customer focused service.
- Complies with all departmental policies and procedures and industry standards, including providing input into maintaining the currency of the food safety plan.

3. Food Safety and Hygiene

- Responsible for the achievement of efficient food production, food safety and quality on a daily basis.
- Identifies appropriate ingredients and food components for meals production ensuring Hazard Analysis and Critical Control Point (HACCP) standards are adhered to.
- Monitors and controls all activities within the production kitchen ensuring the production of quality and hygienically prepared meals.
- Helps maintain a high standard of hygiene and cleanliness in Food Services as per HACCP standards.
- Promotes the awareness of and adherence to food practices and procedure.

4. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Trade Certificate in a relevant discipline or recent substantial experience working in a similar role in an Industrial Catering Operation.
2. Demonstrated ability to prepare and present meals to a high standard.
3. Demonstrated leadership and management skills.
4. Demonstrated effective communication and interpersonal skills.
5. Demonstrated experience in applying HACCP and safe food hygiene quality and control principles in the Food environment.
6. 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. Experience working in a Hospital environment.
2. Knowledge of CBORD or an equivalent Food Management system.

Appointment Pre-requisites

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	or HE Number Date
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..... Directorate/ Dept. Head Signature	or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature	or HE Number Date
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HSS Registration Details (to be completed by HSS)

Created on May 2017	Last Updated on 15/01/2018 he108284
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