



Government of Western Australia WA Country Health Service

JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

WA Country Health Service		Position No:	613065
Division:	South West	Title:	Cook (Other) – Augusta
Branch:	District Hospital MPS	Classification:	HSW Level 5
Section:	Augusta MPS	Award/Agreement:	Hospital Support Workers Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	<table border="1"> <tr><td>Title:</td><td>Operations Manager Coastal</td></tr> <tr><td>Classification:</td><td>HSO Level G-11</td></tr> <tr><td>Position No:</td><td>613630</td></tr> </table>	Title:	Operations Manager Coastal	Classification:	HSO Level G-11	Position No:	613630	<p>Other positions reporting directly to this position:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>Orderly</td></tr> <tr><td>Hotel Service Attendants</td></tr> <tr><td>Tradesperson Cook</td></tr> <tr><td>Cook</td></tr> <tr><td>Cleaner</td></tr> <tr><td>Food Service Attendant</td></tr> <tr><td>Driver</td></tr> <tr><td>Patient Support Assistant</td></tr> </table>	Title	Orderly	Hotel Service Attendants	Tradesperson Cook	Cook	Cleaner	Food Service Attendant	Driver	Patient Support Assistant
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Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>609772</td> <td>Hotel Service Attendants – Margaret River</td> </tr> <tr> <td>612702</td> <td>Hotel Services Attendants – Margaret River (Casual)</td> </tr> </tbody> </table>	Position No	Title	609772	Hotel Service Attendants – Margaret River	612702	Hotel Services Attendants – Margaret River (Casual)	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No	Title								
609772	Hotel Service Attendants – Margaret River								
612702	Hotel Services Attendants – Margaret River (Casual)								
Category	Number								

Section 3 - KEY RESPONSIBILITIES

To provide nutritional meals to Patients in line with Health Department Policy/guidelines. To Maintain a “food Safe” environment and be responsible to ensure the catering staff are trained in safe food handling and to comply with same. Responsible for ordering and storage of food stuffs and to liaise and work in conjunction with all departments of the unit.

**WA Country Health Service
South West**

5 July 2018

REGISTERED

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		CLASSIFICATION	HSW Level 5



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	%
1.0	TECHINICAL COMPETENCE MEAL PRODUCTION.		
1.1	Responsible for the day to day food production in accordance with procedures and standards set by the WA health for hygiene and in accordance with the policies set by		
1.2	Infection Control and HACCP.		
1.3	Responsible for menu planning, rotation and HACCP spreadsheets.		
1.4	Responsible for the correct plating and serving of meals for Hospital patients.		
1.5	Responsible for the delegation of duties to Food service assistants.		
1.6	Facilitates the completion of the general task of Kitchen procedures and schedules.		
1.7	Ensures that own standard of work is maintained.		
1.8	Demonstrates an ability to plan, implement and complete workloads in a given period.		
1.9	Orders stores as required.		
1.10	Orientates new staff when necessary.		
2.0	CLEANING		
2.1	Maintains a tidy and clean kitchen area.		
2.2	Maintains and cleans oven and dishwasher as per standards.		
2.3	Notifies line manager of general repair or replacement needs.		
3.0	COMMUNICATION		
3.1	Is able to effectively communicate with patients, relatives, staff and members of the public.		
3.2	Works constructively as a team member.		
3.3	Is reliable in work practices and commitments.		
4.0	INIATIVE AND JOB DEVELOPMENT		
4.1	Demonstrates an ability to be self-motivated within constraints of the role.		
4.2	Uses initiative appropriately and constructively within the constraints of the role.		
4.3	Is reliable in work practices and commitments.		
5.0	PROFESSIONAL DEVELOPMENT		
5.1	Maintains and develops own knowledge and skills.		
5.2	Participates in mandatory staff development activities and other educational activities as deemed appropriate.		
5.3	Sets personal and professional goals and evaluates own performance in accordance with the health service format.		
6.0	QUALITY		
6.1	Participates in quality audits as per Nutritional standards.		
7.0	SAFETY		
7.1	Plays an acting role in reporting all incidents and hazards.		
7.2	Participates in OH&S audits as required.		
8.0	OTHER		
8.1	Carries out duties as directed by line manager/District Manager/Site Manager or Supervisor.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Demonstrated competencies in providing a meal and refreshment service.
- 2 Demonstrated skills in maintaining a clean & tidy kitchen area.
- 3 Demonstrated skills in cooking.
- 4 Good communication skills and ability to work within a team environment.
- 5 Current C or C-A Class drivers licence.
- 6 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE:

- 1 Previous experience in a hospital based kitchen.
- 2 Knowledge of Legislation, Regulations and Codes of Practice relating to the industry.

Section 6 - APPOINTMENT FACTORS

Location	Augusta Hospital	Accommodation	As determined by the WA Country Health Service Policy
Appointment/ Allowances Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check. • Successful Pre-Placement Health Screening clearance. • Successful Aged Care Criminal Record Screening. • Successful Working with Children Check screening. • Evidence of current C or C-A Class driver's licence and ability and willingness to travel including overnight stays away from home. 		
Specialised equipment operated	Nil		

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: ____/____/____

Executive Services

Signature and Date: ____/____/____

Chief Executive Officer

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
WA Country Health Service South West			
5 July 2018			

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