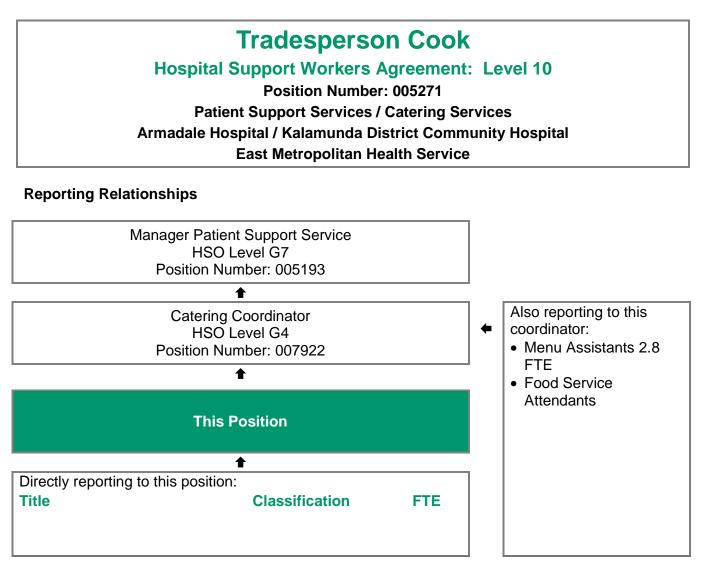




## **HSS REGISTERED**



# Key Responsibilities Participates and assists in the coordination of food preparation and distribution.

### **Brief Summary of Duties (in order of importance)**

#### 1. Practice

- 1.1. Participates in the daily planning and production of meals.
- 1.2. Monitor all activities and collect data within the Production Kitchen to ensure compliance with Foodsafe and HACCP (Hazzard Analysis Critical Control Points) guidelines for the safe preparation, distribution and storage of food.
- 1.3. Actively participates in the preparation of food and food delivery.
- 1.4. Prepare and cook food for all diets following recipes as required.
- 1.5. Liaise with dieticians as required for all dietary issues.
- 1.6. Assist with tray assembly duties.
- 1.7. Maintains a high degree of both personal and kitchen hygiene.
- 1.8. Maintains a cleanliness of work areas, equipment and work surfaces.

#### 2. Administrative Duties

- 2.1. Liaise with catering staff in integrating catering competency standards.
- 2.2. Contributes towards the delivery of a Customer Focused Service.
- 2.3. Records all necessary temperatures and times to meet Foodsafe and HACCP Guidelines
- 2.4. Assists in the management of staff rosters and leave replacement

#### 3. EMHS Governance, Safety and Quality Requirements

- 3.1. Participates in the maintenance of a safe work environment.
- 3.2. Participates in an annual performance development review.
- 3.3. 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.
- 3.4. Completes mandatory training (including safety and quality training) as relevant to role
- 3.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- 3.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### 4. Undertakes other duties as directed.

## **Work Related Requirements**

#### **Essential Selection Criteria**

- 1. Qualification as a Tradesperson Cook.
- 2. Demonstrated experience in menu planning for a medium to large organisation.
- 3. Demonstrated ability to deliver a high standard of meal preparation and food delivery practice
- 4. Effective organisational and time management skills
- 5. Knowledge of manual handling procedures
- 6. Demonstrated team working skills as well as the ability to work with minimal supervision

#### **Desirable Selection Criteria**

- 1. Substantial recent experience in a similar role within a large organisation
- 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

Manager / Supervisor Name	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date
As Occupant of the position I ha			nt of duties, respo	nsibilities and
As Occupant of the position I ha other requirements as detailed i Occupant Name			nt of duties, respo	nsibilities and