



HSS REGISTERED

Tradesperson Cook
Hospital Support Workers Agreement: Level 10
Position Number: 005271
Patient Support Services / Catering Services
Armadale Hospital / Kalamunda District Community Hospital
East Metropolitan Health Service

Reporting Relationships

Manager Patient Support Service
 HSO Level G7
 Position Number: 005193



Catering Coordinator
 HSO Level G4
 Position Number: 007922



This Position



Directly reporting to this position:

Title	Classification	FTE

← Also reporting to this coordinator:

- Menu Assistants 2.8 FTE
- Food Service Attendants

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 (Hazard 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

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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Dept. / Division Head Name	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
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on August 2018
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