



North Metropolitan Health Service
Job Description Form

HSS Registered November 2018

Food Service Attendant
Hospital Support Workers Agreement: Level 1/2
Position Number: 707593
Patient Support Services
Osborne Park Hospital / North Metropolitan Health Service

Reporting Relationships

Site Services Manager
 Award Level: HSO G8
 Position Number: 707203



Manager Hotel Services
 Award Level: HSO G7
 Position Number: 707782



This position



← Also reporting to this supervisor:

- Patient Support Services
- Catering

| | | | |
|--------------------------------------|-----------------------|------------|-------------------------------|
| Directly reporting to this position: | | | Other positions under control |
| Title | Classification | FTE | • |

Prime Function / Key Responsibilities

Maintains a high standard of food service, cleanliness and hygiene, which meets the needs of patients and staff. Contributes to a team approach in the provision of high quality patient care.

Brief Summary of Duties (in order of importance)

1. Food Service Attendant

- 1.1 Produces, prepares and serves food and beverages to all patients, staff and functions.
- 1.2 Collects and washes all used meal items.
- 1.3 Assists with tray assembly duties.
- 1.4 Provides a courteous and efficient service to patients and staff.
- 1.5 Maintains a high degree of both personal and Pantry / Kitchen hygiene.
- 1.6 Maintains cleanliness of all equipment, work surfaces and floors.
- 1.7 Sets up functions and serves as required.
- 1.8 Assists in Pantries and Salad Bay as required.
- 1.9 Participates in performance management and quality Assurance activities.
- 1.10 Participates in orientation, training and compulsory lectures.
- 1.11 Complies with policies and practices and relevant legislation eg. Equal Opportunity, Occupational safety and Health etc.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

Applicants will be required to demonstrate relevant knowledge, skills, and experience against the following selection criteria:

1. Good communication and interpersonal skills.
2. Proven time management skills.
3. Ability to work as part of a team and with limited supervision.
4. Physical capacity to perform the duties of the position.

Desirable Selection Criteria

1. An understanding of Disability Services, and Occupational Safety and Health, in employment and service provision.
2. Experience in the health care environment.
3. 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: Jim Eriyagama
Signature/HE: HE63434
Date: 23/08/2016

Dept./Division Head

Name: Chuong Vo
Signature/HE: HE41401
Date: 29/11/2017

Position Occupant

Name:
Signature:
Date: