



North Metropolitan Health Service
Job Description Form

HSS Registered February 2019

**Supply and Hazard Analysis and Critical Control Point
Officer (HACCP)**

Health Salaried Officers Agreement: Level G3

Position Number: 602248

Patient Support Services

Graylands Hospital / North Metropolitan Health Service Mental Health

Reporting Relationships

Executive Director Mental Health, Public Health
and Dental Services
HES Health Executive Grade C – Health Professional
Position Number: 008226



Support Services Manager
HSO Level G8
Position Number: 602209



This Position



Also reporting to this supervisor:

- Supervisor Administration
- Supervisor Patient Support Services
- Catering Coordinator
- Chefs
- Food Service attendants
- Patient Service Attendants
- Patient Transport Drivers
- Linen room Attendant
- Stores & HACCP Officer

Prime Function / Key Responsibilities

To provide support to the Catering Coordinator in all aspects of the department. Help maintain safe food handling practices and HACCP certification. Attend and minute HACCP meeting on a monthly basis. Conduct and meet all audits as per HACCP legislative requirements. Stock rotation/ordering and control. Processing of invoices and receipting of goods for stores. Manages the temperature control system (Monika) including data reporting. Responsible for all mandatory training of Catering, Patient Support Services (PSS), Occupational Therapists/Assistants.

Brief Summary of Duties (in order of importance)

1. Training

- 1.1 Maintains training and development records and associated data including attendance lists and prepares month training report and Key performance Indicators for the Manager of PSS
- 1.2 Ensures all Patient Support Services staff, Catering, Occupational Therapist/Assistants mandatory training is up to date meeting Equip and accreditation requirements.
- 1.3 Develops and maintains procedural documentation HACCP documentation, Duty Statements, Daily running sheets, order forms, Rostar, Empacs, catering functions.
- 1.4 Provides training and ongoing support for new and existing staff within the PSS Department.
- 1.5 Integrates new team member, supporting and building trust.

2. Our Team

- 2.1 Promotes a team-based and harmonious working environment.

3. Departmental Duties

- 3.1 Assist Catering coordinator to monitor and ensure compliance with the food safety plan HACCP.
- 3.2 Monitor received of supplies to supply department, process associated documentation including collation of cost centre codes.
- 3.3 Assist Catering coordinator in the ordering of central kitchen supplies
- 3.4 Monitor catering department stores deliveries and processing associated documentation.
- 3.5 Assist with function bookings from customers ensuring requests comply with Hospital policy and documentation required. Follow up and address issues with function customers and/or retail customers and escalate to the catering coordinator.
- 3.6 Receive and Receipting of supplies as required.
- 3.7 Raise equipment problems with the Coordinator and facilitate in maintaining equipment out of service and/or replacement if faulty or unsafe with consultation of Department Manager.
- 3.8 Conducts regular stocktake checks for freezer and dry goods.
- 3.9 Apply continuous quality improvement principals in systematically evaluating and meeting the services/customer's needs.
- 3.10 Assist Catering Coordinator monitor food handler health and personal hygiene practices, document results and escalate non- compliance as required.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Support in the delivery of safe patient care and the consumer experience including participation in continuous quality improvement activities in accordance with National Safety and Quality health service Standards.
- 4.4 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated interpersonal written and verbal communication skills with the ability to liaise with staff at all levels.
2. Demonstrated understanding of dietary and food safety requirements as it applies to vulnerable persons.
3. Commitment to the provision of a customer focussed service through knowledge and understanding of continuous quality improvement principles and their practical application.
4. Demonstrated understanding in auditing processes and quality and control in the Food environment e.g. HACCP.
5. Demonstrated experience in the training of staff.
6. Demonstrated experience in stock control and ordering.
7. Demonstrated good organisational and problem solving skills.

Desirable Selection Criteria

1. Formal qualification in Hazard Analysis and Critical Control Point (HACCP) Food Safety Programs, food hygiene regulations and legal requirements for due diligence.
2. Certificate IV in Training and Assessment.
3. Previous experience in catering and stores management.
4. 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	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature/HE:	Signature/HE:
Date:	Date:	Date: