



North Metropolitan Health Service
Job Description Form

HSS Registered

Food Service Attendant
Hospital Support Workers Agreement: Level 1/2
Position Number: 001262, 001415, 004886-004889, 006323, 006441-006443, 007225
Catering Services
Patient Support Services

Reporting Relationships

Manager Catering Services
 HSO Level G-7
 000255



Catering Supervisor
 HSO Level G-3
 Position Number:000252



This Position



Also reporting to this supervisor:

- Storeperson
- Kitchen Attendant
- Cook

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

Prime Function / Key Responsibilities

Provide a complete food and beverage service to patients, customers and staff.
 Maintain hygiene in designated working areas.

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006441-006443, 007225**

Brief Summary of Duties (in order of importance)

1. Food Service

- 1.1 Provide a courteous and efficient service to patients and staff
- 1.2 Assist with the production and preparation of food
- 1.3 Assist with the plating and tray assembly of food
- 1.4 Assist with the serving of food and beverages to patients, staff and customers
- 1.5 Assist with collection of used meal items
- 1.6 Operate cash registers

2. Hygiene

- 2.1 Maintain a high degree of personal hygiene
- 2.2 Assist with washing of utensils, tools, pots, pans, crockery & cutlery
- 2.3 Cleans and sanitises catering equipment and designated work areas

3. NMHS 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, North 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.

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Work Related Requirements

Essential Selection Criteria

1. Commitment to the provision of a patient/customer focused service.
2. Ability to work as part of a team.
3. Ability to work with limited supervision.
4. Ability to work in a manner which preserves patient confidentiality and dignity.
5. Good interpersonal communication and written skills.
6. Basic literacy and competency with figures.

Desirable Selection Criteria

1. Experience in large kitchens and/or large catering environment.
2. Knowledge of food safety, infection control and hygiene principles.
3. Certificate II in Health Support Services or equivalent and/or nationally recognised certificate in Food Safety and Hygiene or equivalent qualification.
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

Name: Steve Baskeyfield
Signature/HE: HE36500
Date: 2/9/16

Dept./Division Head

Name: Linda Davies
Signature: HE04099
Date: 2/9/16

Position Occupant

Name:
Signature:
Date: