



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Cook Other – Retail Services**  
**Hospital Support Workers Agreement : Level 3 / 4**  
**Position Number: 002578**  
**Patient Support Services / Corporate Nursing Service**  
**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Catering Manager Retail Services  
 HSO Level G7  
 Position Number: 006403



Supervisor - Catering Retail Services  
 HSO Level: G3  
 Position Number: 000260



**This Position**

← Also reporting to this supervisor:

Title	Classification	FTE
Team Leader	HWGA 1 / 2	1.0
Food Service Attendant	HWGA 1 / 2	8.31

Title	Classification	FTE
Cook Other	HWGA 3 / 4	1.63

**Prime Function / Key Responsibilities**

Prepare menu items, cooking grilling and frying foods, taking orders and food service to cafeteria customers, staff and patients. Assist with ordering and stock control and food supplies. Maintain good hygiene practises in designated working areas.

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

#### 1. Food Services

- 1.1 Operate specialised cooking equipment used within the G Block kitchen and Cafeteria and to be able to assemble and dismantle the various attachments.
- 1.2 Prepare and cook cafeteria and function food following the recipes provided.
- 1.3 Undertake stock control / ordering supplies, planning and preparation of food production and meal service.
- 1.4 Assists in the supervision of kitchen staff, in order to provide an excellent level of service, and to maximise food production quality.
- 1.5 Maintains effective communication with staff, customers, other departments and all areas of Catering.
- 1.6 Comply with all departmental policies and procedures and industry standards.

#### 2. Food Safety & Hygiene

- 2.1 Maintains a high standard of hygiene and cleanliness in Retail Food Services to comply with Food Safety Practices and General Requirements (FSANZ).
- 2.2 Practice and ensures compliance with the Retail Services Food Safety Hazard Analysis and Critical Control Points (HACCP) are controlled. Reports non-compliance to the manager as required.
- 2.3 Cleans and sanitises catering equipment and designated work areas in accordance with agreed standards.

#### 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.

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Excellent customer service skills.
2. Ability to work as part of a team with limited supervision.
3. Effective interpersonal and written communication skills.
4. Computer literacy and experience in using Microsoft Office applications i.e. Word, Excel.
5. Demonstrated organisational skills (prioritise under pressure).
6. Ability to problem solve.
7. Knowledge of food safety and hygiene.

### **Desirable Selection Criteria**

1. Certificate II in Cooking or equivalent and/or nationally recognised certificate in Food Safety and Hygiene or equivalent qualification.
2. Experience in large kitchens and or/large catering 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: Moira Beaman  
Signature/HE:120706  
Date:

### **Dept./Division Head**

Name: Linda Davies  
Signature:HE04099  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: