



Job Description Form

HSS Registered

KITCHENHAND

Hospital Support Workers Agreement: Level 1/2

Position Number: 00005608,00005610,00005612,00005613,00006034,00006578,00005628

Food Services Department

Patient Support Services

King Edward Memorial Hospital

Reporting Relationships

Manager, Patient Support Services
 HSO G8
 Position Number:00006115



Food Services Coordinator
 HSO G5
 Position Number:00005602



This Position



Also reporting to this supervisor:

- Tradesperson Cook
- Cooks
- Catering Team Leaders
- Senior Food Attendants
- Food Attendants
- Pantry Person

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Receive and store goods, clean kitchen, surrounding areas and associated catering equipment to required standard. Prepare and make salads, sandwiches and dietary snacks to required standard. Assist with the plating of meals. Adhere to the appropriate food safety standards in all duties.

Brief Summary of Duties (in order of importance)

1. Receive and store incoming goods
2. Cleaning of all kitchen utensils, equipment, floors, walls, and vents and surrounding area.
3. Transport kitchen waste to disposal area and clean bins.
4. The efficient use of cleaning equipment supplied for the maintenance of kitchen hygiene.
5. Partial dismantling and reassembling of specialised catering equipment for cleaning purposes.
6. Prepare and make salads, sandwiches and snacks for the required diet to the required standards. Process fruit and vegetables and slice meats when required. Clean external areas of the Catering Department as required.
7. Assist with the patient meal tray assembly as required.
8. Participate in hospital and department quality improvement activities, fire and safety activities, relevant departmental meetings and education as required.
9. In all duties performed adhere to current Food Safety Standards.

10. NMHS Governance, Safety and Quality Requirements

- 10.1 Participates in the maintenance of a safe work environment
- 10.2 Participates in an annual performance development review.
- 10.3 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.
- 10.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 10.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 10.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

11. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Good communication skills (Written and verbal)
2. Good interpersonal skills.
3. Demonstrated knowledge and application of food Handling and hygiene principals.
4. Competent numeracy and literacy skills.
5. Demonstrated ability to work cooperatively in a team environment.
6. Physical ability to perform required tasks.

Desirable Selection Criteria

1. Previous experience in a large commercial kitchen.
2. Previous experience in the preparation and making of salads and sandwiches in a commercial 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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: