



Job Description Form

HSS Registered

Team Leader
Hospital Support Workers Agreement: Level 10
Position Number: 00005622,00005623
Food Services Department
Patient Support Services
Women and Newborn Health Service, KEMH

Reporting Relationships

Manager Patient Support Services
 Award Level: HSO G8
 Position Number: 00006115



Food Services Coordinator
 Award Level: HSO G5
 Position number: 00005602



This Position



← Also reporting to this supervisor:

- Tradesperson
- Cooks
- Kitchenhands
- Senior Food Attendants
- Food Attendants

Directly reporting to this position:			Other positions under control:
Title	Classification	FTE	<ul style="list-style-type: none"> • NA

Prime Function / Key Responsibilities:

Actively supervise the operation of the Meals Distribution area of the Catering Department including patient meals, staff dining and special functions and the staffing of. Embraces continual quality improvement in all aspects of meals services and staffing. Compiles menu numbers and dishes which will require liaison with patients, dieticians, ward coordinators, cooks and other food services staff. Ensures that the food service complies with all legislative and regulatory and industry standards.

Brief Summary of Duties (in order of importance)

1. Team Leader Specific

- 1.1 Provide support to the Food Services Coordinator in the daily running of the Food Services Department.
- 1.2 Responsible to the Food Services Coordinator for the operation of meals distribution including Staff Dining Room and Special function catering on a daily basis.
- 1.3 Actively manage distribution staff, including rostering, performance and annual staff discussions.
- 1.4 Responsible for duty and leave rosters in consultation with the Food Services Coordinator.
- 1.5 Maintain and update and authorise the electronic time sheet system.
- 1.6 Liaise with patients, Dieticians, Ward Coordinators and Cooks and Food Services Staff on special dietary needs.
- 1.7 Ensures the hygiene of distribution, staff dining room and associated function rooms complies with the regulatory and industry standards.
- 1.8 Responsible for the compilation of numbers and types of dishes, including special diets/requests for patients.
- 1.9 Advise Facilities Management via the electronic system of any faulty or dangerous equipment.
- 1.10 Become a trained and active Emergency/Fire Warden.
- 1.11 Carry out staff induction for new employees including training for both new and existing staff in systems, equipment usage and maintenance and manage work performance issues.
- 1.12 Attend training sessions and meetings as required.
- 1.13 Provide high standards of customer service; positively promote the Hospital and the Catering Department at all times.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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

1. Previous supervisory experience in a similar environment within the healthcare industry.
2. Sound written and verbal communication skills.
3. Ability to work harmoniously within a team environment.
4. Demonstrated ability to work without supervision.
5. Knowledge of food preparation, meals distribution techniques, common therapeutic diets and Health (Food Hygiene) Regulations.
6. Knowledge and understanding of continuous quality improvement principles and their practical application and the willingness to implement change.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Proficient in Microsoft Office.

Desirable Selection Criteria

1. Willingness to implement change

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: