



**HSS REGISTERED**

### **Food Service Attendant**

**Hospital Support Workers Agreement; HSW Level 1/2**

**Position Number: 007083**

**Catering Department Rockingham General Hospital**

**Infrastructure, Facilities Management & Health Services Support FRP Zone**

**Corporate Operations Group / South Metropolitan Health Service**

#### **Reporting Relationships**

Support Services Manager  
HSO Level G8  
Position Number: 111689



Catering Coordinator  
HSO Level G5  
Position Number: 112156



**This Position**



Directly reporting to this position:

**Title**

**Classification**

**FTE**

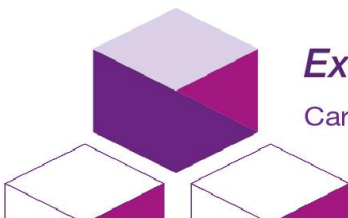
• Nil

Also reporting to this supervisor:

- Various

#### **Key Responsibilities**

Assists in the preparation, plating and delivery of meals. Maintains a clean and hygienic work environment in accordance with the relevant Food Safety Standards.



***Excellent health care, every time***

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Food Service Attendant

- 1.1 Complies with the HACCP guidelines for the safe preparation, distribution and storage of food.
- 1.2 Assist the Leading Hand in achieving daily objectives.
- 1.3 Actively participates in HACCP and quality monitoring and recording systems.
- 1.4 Participate in food and beverage production and distribution to patients as required.
- 1.5 Complete kitchen cleaning according to the relevant cleaning schedule.
- 1.6 Contributes to the delivery of customer focussed service.
- 1.7 Works cooperatively and collaboratively with other members of the Patient Support Services Team.
- 1.8 Contributes to the cost efficient use of hospital resources.
- 1.9 Liaise with Dietetic, Speech Pathology and other departments as required.

### 2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South 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. Knowledge of common therapeutic patient diets and allergies.
2. Demonstrated ability to follow written and verbal instructions.
3. Demonstrated knowledge of Food Safety and Hygiene principles.
4. Proven ability to work with minimum supervision and a small team.
5. Demonstrated commitment to a customer focused service.

### Desirable Selection Criteria

1. Previous catering experience servicing vulnerable persons.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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 or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	February 2021	Last Updated on	February 2021
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