



HSS Registered September 2021

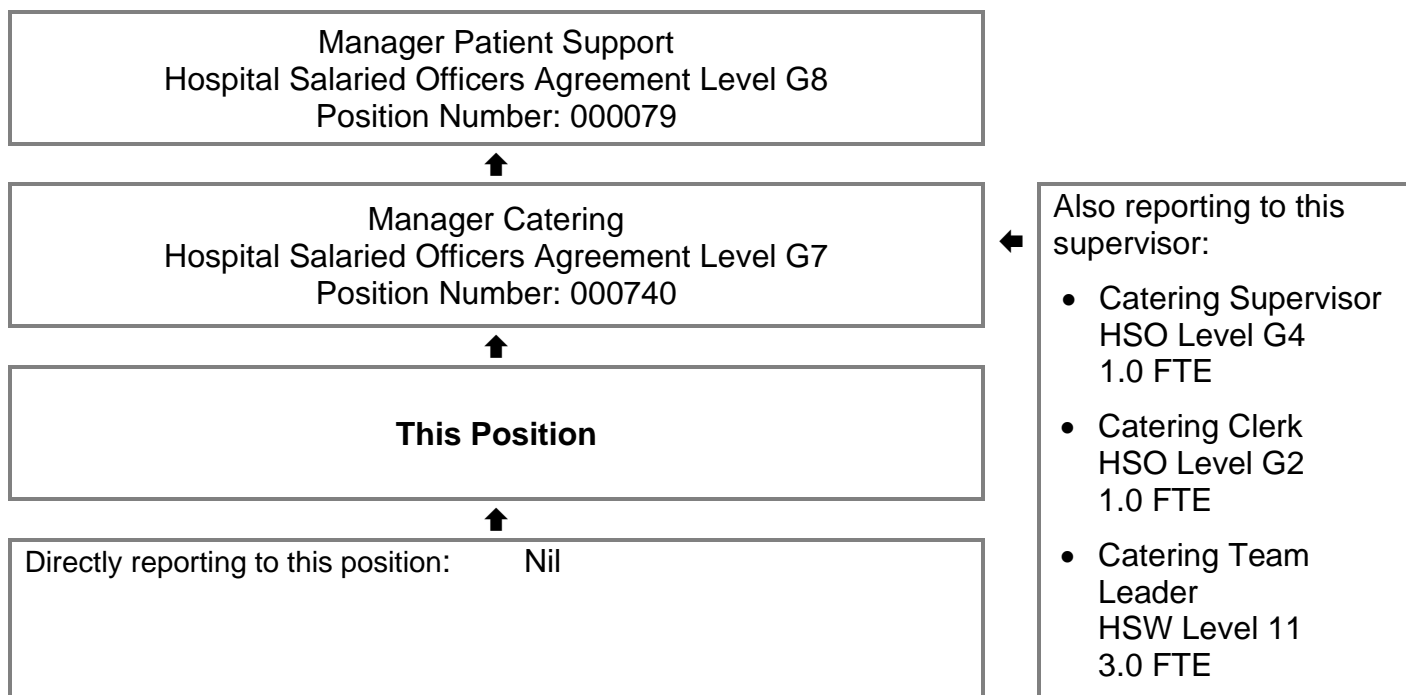
Food Service Attendant
Hospital Support Workers Agreement: Level 1/2

Position Numbers:

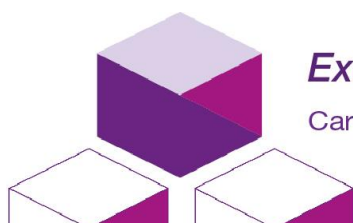
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002890	003152	003153	003172	114583		

Catering/Patient Support Services Department
Fiona Stanley Fremantle Hospital Group

Reporting Relationships



Key Responsibilities
 To prepare and provide a quality food service to patients and maintain safe food hygiene in the catering department at Fremantle Hospital.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Food Service Duties (90%)

- 1.1 Production, preparation and servicing of food and beverages to all patients.
- 1.2 Complies with Food safe and HACCP Guidelines for the safe preparation, distribution and storage of food.
- 1.3 Assists the Supervisor in achieving daily object food distributions and meeting Patient requests.
- 1.4 Assists with the receiving of food items from suppliers.
- 1.5 Actively participates in quality monitoring programs as determined from time to time by the Employer.
- 1.6 Assist with tray assembly duties.
- 1.7 Set meal trolleys/tray food items prior to meal service following the strict dietary guidelines set by the hospital.
- 1.8 Delivers meals and refreshments to patients according to work schedule.
- 1.9 Washing dishes, pots and pans.
- 1.10 Complete cleaning according to the relevant cleaning schedule.
- 1.11 Wears personal protective clothing e.g., clean apron, gloves and hat as appropriate.
- 1.12 Contributes to the delivery of customer focused services.
- 1.13 Works cooperatively and collaboratively with other team members. Liaises with Team Leader on matters relating to catering requirements.
- 1.14 Rotates and replenish stock as required.
- 1.15 Contributes to the cost-efficient use of hospital resources.
- 1.16 Actively participates in continuous quality improvement activities.
- 1.18 Assist in receiving and delivering of store orders.

2. Undertakes other duties as directed (10%).

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 3.2 Participates in the maintenance of a safe work environment.
- 3.3 Participates in an annual performance development review.
- 3.4 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Food Service Attendant | HSW Level 1/2 | Various

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Demonstrated knowledge of food preparation and plating practices and techniques within hospital kitchen.
2. Demonstrated knowledge of safe food hygiene principles.
3. Demonstrated effective written and verbal communication skills.
4. Demonstrated ability to work in a team environment and with limited supervision.
5. Demonstrated knowledge of cleaning practices and techniques.

Desirable Selection Criteria

1. Food Safe Certificate – Department of Health WA or equivalent.
2. Experience in working in an acute hospital environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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.			
Pierre Moore	HE29082	04/08/2021	
Manager / Supervisor Name	Signature or HE	Date	
Dept. / Division Head Name	Signature or HE	Date	
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	Date	
Effective Date			
HSS Registration Details (to be completed by HSS)			
Created on	Last Updated on	September 2021	