



HSS REGISTERED

Food Service Attendant
Hospital Support Workers Agreement: Level 1/2
Position Number: 115685, 115683
FSH Patient Catering / Operations Directorate / FSFHG
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Catering Manager
Award Level: HSO G-7
Position Number: 115674



Senior Food Service Attendant
Award Level: HSW Level 10
Position Number: 115679



This Position



Directly reporting to this position:

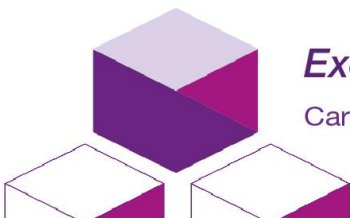
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Stores Supervisor, HSW Level 7, 1 FTE
- Sous Chef, HSU Level G5, 1 FTE

Key Responsibilities

Provides a quality food service to patients assists with quality food production and maintains safe food hygiene in designated working areas.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Food Service Requirements

- 1.1 Responsible for the production, preparation, presentation and distribution of meals; ensuring provision of food is conducted in a timely manner.
- 1.2 Ensures the quality of Catering Services is maintained to service delivery standards with regards to the provision of meals, snacks and beverages.
- 1.3 Complies with food safety practices ensuring compliance with organisational service delivery work practices, policies and procedures.
- 1.4 Maintains the highest standards of hygiene and food handling in accordance to current legislative guidelines.
- 1.5 Prepares meal items, in accordance with menu requirements including tray cards, food safety and HACCP requirements.
- 1.6 Attends to the delivery and collection of meals from patient's bedside.
- 1.7 Collects and fills water jugs and prepares tea and coffee trays.
- 1.8 Prepares all the equipment needed for the Breakfast, Lunch, and Dinner Service and mid meals.

2. Cleaning Requirements

- 2.1 Performs cleaning duties including cleaning of floors, work surfaces and related equipment.
- 2.2 Attends to waste removal including washing of trays, cutlery and crockery following food service.
- 2.3 Handles, removes and segregates waste into the correct waste stream.
- 2.4 Understands and maintains beverage equipment used in the servery to a hygienic standard.

3. General Requirements

- 3.1 Participates in hospital and departmental quality improvement activities, relevant departmental meetings and education as required.
- 3.2 Reports damaged and/or malfunctioning equipment.
- 3.3 Maintains a professional and positive working relationship with Hospital Employees and other key stakeholders.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated food handling experience in a large industrial catering operation.
2. Demonstrated knowledge of food preparation and plating practices and techniques.
3. Demonstrated effective interpersonal and communication (written and verbal) skills.
4. Demonstrated knowledge of food safety and HACCP principles.
5. Demonstrated knowledge of cleaning practices and techniques.
6. Demonstrated ability to work effectively in a team and with minimal supervision.

Desirable Selection Criteria

1. Food Safe Certificate.
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 June 2020	Last Updated on September 2021
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