



HSS Registered

Food Service Attendant - Casual

Hospital Support Workers Agreement: Level 1/2

Position Number: 107045

Patient Catering / General Services / Corporate Services & Contract Management

Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Assistant Catering Manager
HSO Level G5
Position Number: 106766



Patient Catering Supervisors
HSO Level G3
Position Number: Various



This Position



Directly reporting to this position:
Nil



Also reporting to this supervisor:

- Fluid Service Attendant, HSW 3/4

Key Responsibilities

Provide a quality food service to patients and maintain safe food hygiene in designated working area.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Food Service Duties

- 1.1 Production, preparation and servicing of food and beverages to all patients.
- 1.2 Complies with Food safe and Hazard Analysis and Critical Control Point (HACCP) guidelines for the safe preparation, distribution and storage of food.
- 1.3 Assists the Supervisors in achieving daily object food distributions etc.
- 1.4 Assists with receiving of food items from suppliers.
- 1.5 Assist with tray assembly duties.
- 1.6 Set meal trolleys/tray food items prior to meal service following the strict dietary guidelines set by the hospital.
- 1.7 Delivers meals and refreshments to patients according to work schedule.
- 1.8 Collect all crockery, cutlery, glassware and reheating dishes including infectious tray items at relevant sites in accordance with infection control policy.
- 1.9 Washing dishes, pots and pans.
- 1.10 Complete cleaning according to the relevant cleaning schedule.
- 1.11 Works cooperatively and collaboratively with other team members and liaises with Supervisor on matters relating to catering requirements.
- 1.12 Rotates and replenish stock as required.
- 1.13 Participates in hospital and departmental quality improvement activities, fire and safety activities, relevant departmental and education as required.
- 1.14 Assist in receiving and delivering of store orders.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 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 the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

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

Essential Selection Criteria

1. Demonstrated knowledge of food preparation and plating practices and techniques.
2. Demonstrated effective written and verbal communications skills.
3. Demonstrated knowledge of cleaning practices and techniques.
4. Knowledge of safe food hygiene principles.
5. Knowledge of manual handling procedures.
6. Demonstrated ability to work in a team environment with limited supervision.

Desirable Selection Criteria

1. Food Safe Certificate – Department of Health WA or equivalent.
2. Previous catering experience in a hospital environment.
3. 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.
- 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 or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	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 Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	October 2019