



HSS Registered September 2021

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
 Award Level: HSO Level G8
 111689



Catering Co-ordinator
 Award Level: 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

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 Attendant

- 1.1 Complies with the HACCP guidelines for the safe preparation, distribution and storage of food.
- 1.2 Assists the Leading Hand in achieving daily objectives.
- 1.3 Actively participates in HACCP and quality monitoring and recording systems.
- 1.4 Participates in food and beverage production and distribution to patients as required.
- 1.5 Completes 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 Liaises with Dietetic, Speech Pathology and other departments as required.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 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.
- 2.2 Participates in the maintenance of a safe work environment.
- 2.3 Participates in an annual performance development review.
- 2.4 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.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 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.

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 role and the SMHS Values.

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.