



North Metropolitan Health Service
Job Description Form

HSS Registered

Storeperson
Hospital Support Workers Agreement: Level 5
Position Number: 001422
Patient Support Services / Corporate Nursing Service
Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Assistant Catering Manager
 HSO Level G-4
 Position Number: 000261



Catering Supervisor
 HSO Level G-3
 Position Number: 000252



This Position



← Also reporting to this supervisor:

- Tradesperson Cook
- Menu Assistant
- Food Service TL
- Food Service Attendant
- Store person

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

Receival and transportation of all goods and food for catering requirements Delivery and return of all meal trolleys

Brief Summary of Duties (in order of importance)

1. Receive deliveries.
2. Check goods received and identify any discrepancies between orders and actual goods delivered.
3. Check goods on receipt for quality and in specification.
4. Follow Food Safety Procedures.
5. Deliver and return food and meal trolleys.
6. Ensure security of stock is maintained.
7. Maintain daily records.
8. Rotate and correctly store stock.
9. Conduct stocktakes reporting any discrepancies.
10. Maintain cleanliness of storage areas.
11. Other duties as directed.

12. NMHS Governance, Safety and Quality Requirements

- 12.1 Participates in the maintenance of a safe work environment.
- 12.2 Participates in an annual performance development review.
- 12.3 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.
- 12.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 12.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 12.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

13. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

- 1. Demonstrated experience in the provision of an effective and efficient supply service.
- 2. Good interpersonal, verbal and written communication skills with ability to liaise effectively with clients and staff at all levels.
- 3. Demonstrated initiative and flexibility to undertake duties without direct supervision.
- 4. Demonstrated ability to effectively organise and prioritise activities to meet deadlines.
- 5. Demonstrated experience in the use of keyboards/personal computer software applications including proficiency with 'Windows' based word processing and database software.
- 6. Demonstrated literacy and numeracy skills
- 7. Physical capacity to perform the duties of the position
- 8. Knowledge of food safety and hygiene

Desirable Selection Criteria

- 1. Previous inventory control experience in a catering environment
- 2. 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.

Manager/Supervisor	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature:	Signature:
Date:	Date:	Date: