



Job Description Form

HSS Registered

PANTRY PERSON

Hospital Support Workers Agreement: Level 1-2

Position Number: 0000653,00005636,00005635,00005633,00005632,0000561

Catering Department

Patient Support Services

King Edward Memorial Hospital

Reporting Relationships

Manager Patient Support Services
 HSO G8
 00006115



Catering Coordinator
 HSO G5
 Position Number:00005602



This Position



← Also reporting to this supervisor:

- Tradesperson
- Cooks
- Catering Team Leaders
- Kitchenhands
- Senior Food Attendants
- Food Attendants

Directly reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
| | | |

Other positions under control

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Prime Function / Key Responsibilities:

Provide leave relief cover, at short notice, as required, for all shifts inclusive of Breakfast, Lunch and Dinner Shifts.

Assist in the plating and delivery of patient meals and beverages, service meals in staff dining room, cash register operation and delivery and service of function catering. Cleaning and ware washing.

Ensure that the Catering Department complies with all legislative, regulatory and industry standards.

Brief Summary of Duties (in order of importance)

1. Provide leave relief cover, at short notice, as required for all shifts inclusive of breakfast, lunch and dinner shifts.
2. Supply a high standard of service to patient, staff and customers.
3. Assist the Team Leader in achieving daily objectives of meals distribution.
4. Participate in the assembly and distribution and collection of patient meals and beverages, including dining room service and function requirements.
5. Cleaning, washing of all crockery, cutlery, wash ware and including general cleaning duties.
6. Maintains a high standard of hygiene and cleanliness in meals distribution, dining and function rooms.
7. Maintain and high standard of personal grooming, wear clean uniforms provided by the hospital.
8. Perform all duties in areas of operation as directed by the Team Leader.
9. Participate in performance management and quality activities when required.
10. Undertake training when requested and attend meetings when required.
11. Maintain an awareness of relevant requirements related to:
 - equal opportunity;
 - disability access; and
 - clinical and corporate governance and apply these in the workplace.
12. Other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Competent numeracy and literacy skills
2. Demonstrated knowledge and application of food handling and hygiene principals.
3. Demonstrated ability to work as part of a large team.
4. Demonstrated ability to work unsupervised.
5. Good interpersonal skills, particularly with respect to customer service in a busy environment.

Desirable Selection Criteria

1. Experience in hospital / aged care meals distribution
2. Knowledge of customer service principles.
3. Awareness of occupational safety and health principles / issues relevant to the position.
4. Current knowledge and commitment to Equal Opportunity and Disability services in all aspects of 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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: