



YARRAM & DISTRICT HEALTH SERVICE

Our vision is for YDHS to be a respected and caring partner in a strong community.
Our mission is to work with our community and our partners to improve health and wellbeing.
Values: we value:

- Integrity: ethical and honest - accountable and professional
 - Collaboration: interested, informative and listening
 - Acceptance: inclusive and embracing
 - Respect: compassionate and caring
 - Enthusiasm: motivated and passionate
- I. C.A.R.E**

POSITION DESCRIPTION

Position Title	Food Services Assistant
Area	Food Services
Qualifications and Experience	<ul style="list-style-type: none"> • Experience working in Food Services • Experience in catering and meal preparation for large groups • Current Victorian Driver's License • Current Safe Food Handlers Certificate
Classification	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020
Organisational Relationship	Position reports to Food Services Coordinator

Position Summary

Provision of quality nutritional food to be created and delivered to patients and internal clients with in YDHS, to standard that complies with both legislative and Quality Assurance requirements.

YDHS is a small rural health service in Gippsland that provides a wide range of services for the community.

Duties and Responsibilities

1. Assist in the provision of preparing and creating nutritional food to patients
Accurately complete documentation pertaining to food safety standards and internal clients of YDHS.
2. Provide a high quality service to internal customers and consumers that reflect best practice and adds value to YDHS.
3. Assist with Quality Improvement programs.
4. Maintain confidentiality in relation to patients, residents and other staff members.
5. Maintain a high standard of appearance in accordance with Health Service policy.
6. Maintain cooperative relationships with all Health Service staff, and maintain open lines of communication.

7. Work as part of a client focused team.
8. Responsible for receiving and checking of food and stores delivery.
9. Prepare and deliver function requirements as specified.
10. Assist to maintain daily and weekly ordering of food, supplies on a as needs basis and reporting kitchen related products and equipment that is required.

Standard Position Requirements

1. Quality Management

Development and maintenance of a quality service through the:

- a) Application of professional standards
- b) Comply with the policies and procedures, practices and organisational goals and objectives of YDHS and the Unit.

2. Occupational Health and Safety

- a) Adhere to relevant statutory legislative and Health Service policy requirements to ensure that work and services are provided in a safe manner at all times.
- b) Ensure a safe environment exists for clients, staff and members of the public.
- c) Report any untoward incidents or hazards by completing an incident/hazard report and informing the appropriate manager and staff.
- d) Comply with the Occupational Health and Safety policies and procedures.

3. Risk Management

- a) Contribute to the development and maintenance of YDHS Risk Management Framework.
- b) Apply the framework to identifying, evaluating and minimising risk exposure for YDHS

Professional Development

- a) Participate in appropriate training and development activities.
- b) Participate in annual performance appraisal

Key Selection Criteria

- 1 Commitment to the YDHS Values of *Integrity, Collaboration, Acceptance, Respect and Enthusiasm.*
- 2 Hold an Accredited Food Handlers Certificate
- 3 Previous experience working in an industrial kitchen would be desirable
- 4 Effective and positive interpersonal style
- 5 Good verbal, written and listening skills
- 6 Problem solving skills
- 7 Ability to confront and deal with issues as they arise
- 8 Ability to motivate individuals and a team
- 9 Effective time management
- 10 Plan, organise and direct the activities of others
- 11 Ability to accurately assess the needs of individual clients and staff and to be able to respond appropriately to changes

Relevant Information

- Successful applicant will be required to provide an original Police Record Check no older than twelve months.
- Current Drivers License
- Complete a pre-existing injury declaration form

Agreement

I have read and understand the above position description.

Effective date:

Employee's signature

Director's signature

Signed original: personnel file
Signed photocopy: to employee
Reviewed: November 2020