



<b>Position:</b>	<b>Food &amp; Domestic Service Assistant</b>
<b>Reports To:</b>	Head Chef or Cleaning Supervisor
<b>Department:</b>	Hotel Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
<b>Minimum Qualifications:</b>	Food Handler (Basic) HLTFS7B – Following Basic Food Safety Practices Certificate
<b>Key Selection Criteria (Essential):</b>	<ul style="list-style-type: none"> <li>• Experience in food preparation and presentation of meals.</li> <li>• Experience in cleaning in accordance with Infection Control Principles</li> <li>• Demonstrated ability to prioritise tasks.</li> <li>• Ability to manage workloads in an allotted timeframe.</li> <li>• Ability to demonstrate flexibility and initiative.</li> <li>• Uphold Moyne Health Services’ Values at all times</li> </ul>
<b>Desirable Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Recent experience in a similar role.</li> <li>• Knowledge of basic computer skills, e.g. email</li> <li>• An understanding of Infection control principles</li> </ul>
<b>Date:</b>	31 May 2022

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**ORGANISATIONAL PURPOSE AND VALUES**

**Our Purpose**

Best Care - Every person, every time

**Our Values (C.A.R.E.)**



**Collaboration**  
*More we, Less me*



**Accountability**  
*Own it. Do It.*



**Respect**  
*Everyone matters*



**Excellence**  
*Better, best, brilliant*



## **PRIMARY OBJECTIVES**

The primary objective of the role is to provide nutritionally appropriate meals to residents in accordance with current food safety regulations and Moyne Health Services' Food Safety Plan and, provide a cleaning service to Moyne Health Service in accordance with Infection Control Principles.

## **DUTIES AND RESPONSIBILITIES**

### **LEADERSHIP AND GOVERNANCE**

- Work within the philosophy and objectives of Moyne Health Services ensuring that the Purpose and Values Moyne Health Services is understood and practiced.
- Complete allocated tasks in accordance with Moyne Health Services Policies and Procedures, Food Safety Plan and Cleaning Standards.
- Demonstrated ability as a key player in identifying the need for change and implementing those strategies which aim to meet the desired change in practice

### **QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT**

- Support and participate in organisational continuous improvement activities and development of department's annual improvement plan.
- Rectify actual or potentially hazardous situations where appropriate.
- Report as soon as practicable, unsafe equipment, work practices or conditions.
- Adhere to MHS policies and procedures.
- Ensure a high standard of food preparation and presentation is maintained with the serving of meals to aged care Residents, acute inpatients, community Clients and Staff.
- Participate in the development of policies and procedures.
- Facilitate the development and management of safe working practices and a safe environment in the kitchen including No Lift practices.
- Perform duties/tasks within the guidelines of the MHS Food Safety Plan and Cleaning Standards.
- Ensure any equipment faults are reported to maintenance-BEIMS and a yellow "out of order" tag applied.
- Participate in the development of the department's Annual Improvement Plan.

### **DEVELOPING OUR PEOPLE**

- Participate in the annual performance review and development process.
- Attend/complete annual mandatory training session prior to the annual expiry including completion of any identified on-line GROW modules.
- Participate in the annual staff development program.
- Liaise with the care staff on day-to-day catering management.
- Recognise own abilities and level of competence – and practice within those limitations.
- Mentor other staff who may work in the area at times.



## **EFFECTIVE RELATIONSHIP**

- Liaise with the Head Chef or Cleaning Supervisor on any issues arising from day to day activities.
- Participate and contribute to team meetings.
- Promote harmony by acknowledging the needs of peers.
- Act in a professional manner at all times when at work

## **FINANCIAL SUSTAINABILITY**

- Ensure material resources are utilised in a cost effective way.
- Take leave as per policy to assist with financial sustainability of MHS
- Respect and appropriately care for the organisation's property and equipment

## **FACILITIES EQUIPMENT & TECHNOLOGY**

- Respect and appropriately care for the organisations' property and equipment.
- Ensure that the equipment and environment support safe practice for the benefit of consumers and staff.
- Maintain competency and proficiency in the use of equipment and ensure that the use is within MHS no-lift policy and procedures.
- Ensure any equipment faults are reported to Maintenance and a yellow "not in service" tag applied.
- Ensure that the food and cleaning equipment is used appropriately and left in fully operational condition following use.
- Ensure adequate supply of food and cleaning consumables and assist with ordering as required.
- Carry out inventory on stocks as and when required.
- Ensure that all food is stored in an appropriate manner that meets current Food Safety Regulations and Moyne Health Services' Food Safety Plan.
- Possess the ability to embrace new processes and/or technologies in line with changes in Food and Environmental Services.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable to the Head Chef and Cleaning Supervisor for the provision of Food 7 Cleaning Services within Moyne Health Services.
- Must keep the Head Chef and Cleaning Supervisor adequately and promptly informed of developments or issues of concern.
- Determine priorities for the duties required.

## **JUDGEMENT AND DECISION MAKING**

- The position acts under the direct supervision of the Head Chef or Cleaning Supervisor, however many of the issues are recurring by nature and are largely resolved by the application of existing guidelines. There will however be a need for the incumbent to adapt policies, procedures and techniques by forwarding options and recommendations to the Head Chef or Cleaning Supervisor for consideration.



Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. Duties and responsibilities may be reviewed according to service requirements

Position Requirements	
A satisfactory National Police Check (no older than 3 months) must be provided prior to commencement at MHS.	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not Required
Satisfactory Working with Children Check	Preferred
Undertake Pre-Employment Check as per MHS policy (This is mandatory prior to commencement and when required during employment)	Required

Typical Work Schedule
Engaged as required

### JOB DEMANDS CHECKLIST

Moyne Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
<b>I</b>	<b>= Infrequent</b>	Activity may be required very infrequently
<b>O</b>	<b>= Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F</b>	<b>= Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C</b>	<b>= Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
<b>N/A</b>	<b>= Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks	✓				
Standing	Remain standing to perform tasks				✓	
Walking	Periods of walking required to perform tasks			✓		



Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Bending	Forward bending from waist to perform tasks		✓			
Kneeling	Remaining in a kneeling position to perform tasks					✓
Lifting/Carrying	Light lifting and carrying			✓		
	Moderate lifting and carrying		✓			
	Assisted lifting (mechanical, equipment, person assist)		✓			
Working at Heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment			✓		
Reaching	Arms fully extended forward or raised above shoulder		✓			
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot Movement	Use of leg and/or foot to operate machinery	✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓				
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding		✓			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			✓		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.	✓				

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations		✓			
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness		✓			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased	✓				

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		✓			



Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Environmental Demands</b>						
Noise	Environmental/background noise necessitates people raising their voice to be heard		✓			
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE					✓
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation	Working with radiologic equipment					✓

I acknowledge that I have received a copy of this position description, I have read and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the Job demands checklist, understand its content, and agree to work in accordance with the requirements of this position.

APPROVALS	Name	Signature	Date
Department Head:			
Employee:			