

Position Title: Food and Domestic Services Assistant

Campus: Stawell

Directorate: Support Services

Department: Support Services

Reporting to: Support Services Manager

Appointment Terms/Conditions:

Classification and Code

IN13/IN14

Enterprise Agreement Coverage:

Health and Allied Services, Managers and Administrative Workers
(Victorian Public Sector) (Single Interest Employers) Enterprise
Agreement.

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Everyday, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To provide an effective and efficient cleaning and catering program to the patients, residents, clients and staff of Grampians Health in accordance with prescribed specifications and work schedules detailed in the Grampians Health Stawell position duty statements, the Victorian Food Act 1984, the Grampians Health Stawell Food safety Plan and the Cleaning Standards for Victorian Healthcare Facilities 2011. Rotation and coverage of rostered shifts across 7 days within the Support Services Department.

KEY ACCOUNTABILITIES

- To ensure that the duties of the shift rostered are completed
- Project cleaning work within Grampians Health are undertaken as requested
- Perform other duties within the scope of the designated classification
- Meet key performance criteria set to ensure the primary responsibilities of the role are fulfilled

KEY SELECTION CRITERIA

Essential:

- Demonstrate willingness to commit to the mission, philosophy and values of Grampians Health
- Relevant qualifications in Cleaning Standards or equivalent experience or demonstrated ability to grasp and learn these skills.
- Demonstrate the ability to achieve a high level of attention to detail and accuracy of work, particularly in the processing and recording of clerical information and data.
- Demonstrated ability to effective time-management, planning and organisational skills and an understanding of how to meet deadlines.
- Demonstrate possession of positive interpersonal skills and a team-work approach, including the ability to communicate with a broad range of people.
- Demonstrate an understanding of what excellence in customer service means.
- Demonstrate a willingness to develop knowledge of the Support Service work environment and the role it plays in the delivery of services to patient, residents and clients of Grampians Health.
- Relevant qualifications in food safety.

Desired:

- Cert III in Cleaning Operations
- Food Handling Certificate (SITXFSA001 – Use hygienic practices for food safety)

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.

- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law.
- Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.