

**Position Title:** Meals Assistant

**Campus:** Horsham

**Directorate:** Corporate Services

**Department:** Food Services

**Reporting to:**

*Direct* Junior Food Services Supervisor/ Meal Monitor

*Indirect* Food Services Manager

**Direct Reports:** Nil

### Appointment Terms/Conditions:

**Classification and Code:** Junior Food Service Assistant (KX1, HA50-HA52)

**Enterprise Agreement:** Health and Allied Services, Managers & 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](http://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.

| <b>Collaboration</b>                                                                                                                | <b>Compassion</b>                                                       | <b>Accountability</b>                                                                                                                     | <b>Respect</b>                                                                          | <b>Innovation</b>                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <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. | Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement. |

## **POSITION PURPOSE**

This primary purpose of this role is to assist with completing general food services duties that contribute to providing a complete meal and catering service to all patients, residents and clients of Grampians Health Horsham Campus in a friendly and pleasant manner. This position also includes preparation and delivery of meal trays and associated general cleaning duties.

## **KEY ACCOUNTABILITIES**

1. Manage time effectively while completing a range of meal preparation and meal service activities as per the duties list
2. Ensure individual meal requirements are adhered to as per instructions
3. Clean dishes and kitchen equipment including utensils, plant & equipment and general accessories
4. Identify any supplies needed for cleaning duties
5. Report equipment issues to the appropriate team member
6. Maintain any records or associated documents as directed
7. Train new team members and provide ongoing training where required
8. Report any concerns regarding resident's condition or behaviour to the Nurse in charge of shift
9. Work and communicate effectively as part of a team
10. Any other duties as requested within experience and skill level

## **KEY SELECTION CRITERIA**

### Essential:

- Food handling certificate HLTFS001 - Follow Basic Food Safety Practices
- Basic knowledge of food hygiene and cleanliness standards for a Food Services environment
- Basic understanding of food and beverage operations
- Pleasant and courteous manner
- Excellent communication and interpersonal skills
- Ability to manage and organise own time in order to meet deadlines
- A willingness and ability to work positively within a team environment

### Desirable:

- Experience in a similar role
- Experience in cleaning procedures and the use of cleaning products within a kitchen environment

## **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 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.