

Position Title: Food & Domestic Services Assistant

Campus: Grampians Health

Directorate: Redevelopment & Infrastructure - Support Services

Department: Environmental Services

Reporting to: Assistant Manager & Environmental Services Supervisor

Direct Reports: Environmental Services Manager

Appointment Terms/Conditions:

Classification and Code: Food & Domestic Services Assistant
(IN13 – IN14 after 3-month Probation)

Enterprise Agreement: Victorian Public Health Sector (Health & Allied Services, Managers & Administrative Workers) Single Enterprise Agreement 2021 - 2025

Time Fraction (hrs/week): As per employment contract

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.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To assist (as directed) in the efficient provision of cleaning and food services within the Environmental Services Department.

KEY ACCOUNTABILITIES

Key accountabilities of the Food & Domestic Services Assistant role, as relevant to each section within Environmental Services are set out below:

Cleaning Services

- Shampooing of Carpets.
- Strip / Cut and Polish Vinyl Floors.
- Burnishing / Buff Vinyl Floors.
- Dry mop, damp mop, wet mop and vacuum floors.
- Collect rubbish and place in rubbish chute.
- Clean lockers and overbed tables.
- Clean hand basins, mirrors and benches.
- Cleaning bathrooms, toilets etc.
- Spot clean and damp dust.
- Clean windows.

Food Services

- Set up kitchen, dining room.
- Collect food trolleys.
- Prepare toast & meals. Make and distribute tea / coffee.
- Handout and collect meal trays.
- Collect and wash fluid jugs and dishes.
- Complete order for cup / saucers and miscellaneous food supplies.

KEY SELECTION CRITERIA

- Previous experience in a similar role is highly desirable.
- Able to prioritise work according to outlined routines, methods and procedures.
- Takes responsibility for own work performed in accordance with BHS policies and procedures with a limited level of accountability/discretion.
- Able to work with limited supervision, either individually or in a team.
- Good communication skills.
- Willing to undertake specific on-the-job training and/or relevant skills training or experience.

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.

HOW TO APPLY

Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume.
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- 2 professional referees.

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised:

Once all parties have signed the position description, a Copy to be sent to the Employee and the Original placed in the Employee's Personnel File.