



**Is a smoke free workplace**

Position Description

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**Position:** Food Services Assistant  
**Date:** 26 January 2016  
**Classification:** HA1

**Employment Status:** Casual/Part-time/Full-Time

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**Department:**  
**Award/Conditions:** As per the Health Services Union of Australia – Health & Allied Services, Administrative Officers – Victorian Public Sector – Multi Employer Certified Agreement 2011-2015.

**Accountable to:**

***Vision & Strategic Intent***

**Our Vision:**

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

**Our Strategic Intent:**

Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Community allied health Services, Community Health Promotion and Visiting Specialist Services.

Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

## **At Beechworth Health Service we share the following values:**

### **Respect**

Being courteous and considerate of the diversity and equality of all.

### **Unity**

Encouraging participation, collaboration and a common purpose.

### **Innovation**

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

### **Excellence**

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

### **Integrity**

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

## **1. POSITION OBJECTIVE/S**

## **2. KEY RESPONSIBILITY AREAS**

### **2.1. Mandatory**

- To live and model Beechworth Health Service values
- Actively promotes Beechworth Health Service in a positive manner.
- Provides safe and effective service.
- Committed to personal improvement.
- Ensure that “any person accessing Beechworth health Service will experience a person centred care.
- Actively and sensitively practice the principles of cultural safety and respect.
- Provide a Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

## **3. GENERAL RESPONSIBILITIES**

### **3.1. General**

- **Prepare, cook and serve quality meals for BHS Clientele**
- **Use general commercial equipment, ovens and utensils competently and safely**
- **Maintain highest standard for food safety and hygiene**
- **Present meals in an attractive and appealing manner**
- **Adhere to prescribed dietary requirement when serving food to clients**
- **Maintain a clean, safe and orderly work environment**
- **Work effectively within a team environment**

### **3.2. Risk Management**

- Contribute to the ongoing improvement and safety of BHS through participation in the quality and risk management programs in place.
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.

- Observe risk management principles, policies and practices through the risk management policy.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

### **3.3 Occupational Health and Safety**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
  - Unsafe equipment , work practices or conditions
  - Potential Hazards
  - Near Misses
  - All injuries sustained whilst in the performance of work duties
  - Damage to Beechworth Health Service equipment or property.

## **4. RELATIONSHIPS**

REPORTS TO: **Services Manager**

Internal Liaisons

Chief Executive

Beechworth Health Service Executive Staff

Beechworth Health Service staff

Patients, clients and residents.

### **External Liaisons**

Other health services

Other health professionals

Community allied health agencies

Accreditation agencies

Community members.

## **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent of the position will be accountable for;

- Working within the policies and procedures of Beechworth Health Service and all statutory requirements.
- Working to an agreed set performance indicators which will be determined annually.

## **6. QUALIFICATIONS AND EXPERIENCE**

- Current drivers license
- Satisfactory police check (required)
- Current Food Safety

An Annual staff appraisal will be conducted by Director of Corporate Services or designee .

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-** .....

Attachments : Position Risk Assessment

KPI



# RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace		Frequency	Comments
<p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>• Manage demanding and changing workloads and competing priorities</li> <li>• Work office hours with the possibility of extended hours</li> <li>• Sitting at the computer or in meetings for extending periods of time</li> <li>• Working in a team environment and at times independently</li> <li>• Work in locations geographically separated from the main facility</li> </ul>	<p>Often</p> <p>Occasionally</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>		
<p><b>Work Activity</b></p> <ul style="list-style-type: none"> <li>• Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis)</li> <li>• Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards, drill presses and guillotines</li> <li>• Undertake manual handling of equipment (eg lifting, pulling, pushing, moving, transferring, twisting) on a daily basis</li> </ul>	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p>		
<p><b>Work relationships</b></p> <ul style="list-style-type: none"> <li>• Work within a team environment</li> <li>• Professional interaction with medical, nursing and administration staff</li> <li>• Interact with colleagues and other hospital staff</li> <li>• Members of the public</li> <li>• Patients and relatives</li> </ul>	<p>Continual</p> <p>Continual</p> <p>Continual</p> <p>Regularly</p> <p>Continual</p>		