

Cohuna District Hospital Position Description

Position Title: Food & Domestic Assistant Casual

Classification:	IN13
Responsible To:	Support Services Coordinator
Salary and Conditions:	In accordance with the Victorian Public Sector Health & Allied Services, Managers & Administrative Workers (Single Interest Employers) Enterprise Agreement 2021 – 2025

The Cohuna District Hospital (CDH) was established as a public hospital in 1952. The Health Service provides care for visitors and residents of Cohuna and the surrounding catchment area.

Acute Services

The acute services include medical, maternity, dialysis, surgical services and an Urgent Care Centre.

Aged Care and Community Services

The residential aged care and community services include a residential aged care facility, District Nursing, Social Support Group, Bed based and Community based Transitional Care Program.



C

A

R

E

Care Accountability Respect Equality

POSITION SUMMARY:

This position is to fill various shifts within the Support Services Department at CDH- including Food Services, Environmental Services and Laundry Services in both Acute and Aged Care Departments.

Food services department - To undertake basic food preparation and cooking, provide an exceptional standard of food service to the patients, residents, consumers and staff at Cohuna District Hospital and to assist in the cleanliness of kitchen, serving and consumption areas. Provide menu organisation for inpatients, delivery of nutritious meals and hydration to the right patient/consumer (Delivering the Right Diet to the Right Patient Every Time) and to have an understanding of diet specific needs and allergy recognition.

Environmental division -to maintain a clean environment in accordance with Cleaning Standards for Victorian Health Facilities 2011, along with the NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019. To be informed and have the ability to provide other staff and visitors with information in regard to cleaning routines and processes including auditing practices at Cohuna District Hospital.

KEY WORKING RELATIONSHIPS:

Internal: Support Services Coordinator, Support Services Staff, Nursing staff, Dieticians, Speech pathologists

External: Supplier delivery staff, Patients, Residents and visitors to CDH

MANDATORY REQUIREMENTS:

- COVID-19 vaccination, evidence of a full primary course (3 doses) and any booster doses is a requirement of employment at Cohuna District Hospital.
- Influenza vaccination compliance is a requirement for employment at Cohuna District Hospital
- Annual training as per CDH Mandatory training policy
- Fitness for Work physical capacity and capability for physically demanding roles in each department of Support Services.

MANDATORY SKILLS:

- Demonstrate accountability through clear communication within the team to maintain smooth operations
- Participate in training as required
- Be aware of and respect patient/resident/visitor privacy
- Participate in departmental and organisational meetings as required
- Complete and maintain all relevant documentation as required and determined by the area of work

PREFERRED SKILLS:

- Possess basic computer knowledge to enable use of computers on a regular basis

POSITION SPECIFIC RESPONSIBILITIES:

- Work individually and as a part of a team to deliver an exceptional standard of food and environmental service to consumers at Cohuna District Hospital
- Deliver and Assist consumers with Menu options and Ordering of meals.
- Serve all required menu items in a timely manner, with food safety as the first priority

- Prioritise work and exercise discretion within CDH's food service policies, procedures and food safety plan.

KEY SELECTION CRITERIA:

KSC 1: Understanding of, and commitment to, safe work and hygiene practices, in particular the responsibilities of food handlers, within a healthcare environment

KSC 2: Ability to work as part of a team or autonomously, in a fast-paced changing environment

KSC 3: Ability to follow detailed work procedures and prioritise tasks

KSC 4: Well-developed interpersonal and communication skills

KSC 5: Flexibility to work rotating rosters including morning, afternoons, weekends and public holidays

OTHER RESPONSIBILITIES:

General:

- Positively promote CDH **CARE** values within the organisation.
- Each employee has a responsibility to comply with all CDH policies and procedures and familiarise themselves with those relevant to their position.
- Promote practices which comply with the policies and procedures of CDH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- Participate in departmental and organisational meetings as required.
- Maintain accurate records, statistics and reports, as required.
- Report all incidents and near misses as soon as possible after the event.
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department.
- Actively participate in Performance Appraisal processes, six months after commencement and annually thereafter.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of CDH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination.

Diversity:

CDH is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at CDH means you are on board with our journey, you will show respect, understanding and kindness to others regardless of ethnicity, sexuality, identity or any other protected attributes. We particularly acknowledge the traditional custodians of our land and pay our respects to elders' past, present and emerging.

Occupational Health and Safety:

The safety, health and wellbeing of employees is a priority for CDH and you recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of individuals. CDH has an organisation culture that promotes positive mental health and wellbeing through supportive leadership employee participation and shared decision making.

You commit to:

- Complying with instructions given for your own safety and health, and that of others, in adhering to safe work procedures
- Take reasonable care to ensure your own safety and health and that of others, and to abide by the duty of care provided for in legislation
- Report through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act of omission
- Not willfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promote our values and vision

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of relevance to the position.
- Each employee has a responsibility to minimise infection risks and practice within Public Health Directives.

Disaster and Emergency Response:

- The employee understands and acknowledges that they may be required to work as assigned, if requested, to meet CDH responsibilities in a disaster or emergency situation.
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Quality and Risk Management - Continuous Quality Improvement:

Each employee has a responsibility to help ensure continued employee, patient safety and quality of care:

- Aim to provide a positive experience for each patient, client, resident and customer every time.
- Utilise the principles of “Patient Centered Care” as a guide to provide a positive experience each and every time.
- Identify, report and manage risks and ensure actions are taken to prevent and minimize harm to consumers and our workforce
- Maintain a safe working environment at all times
- Comply with CDH and relevant registration bodies mandatory continuing professional development requirements.
- Comply with requirements of the National Safety and Quality Health Service Standards Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Understanding individual responsibility for safety, quality and risk and adhere to the relevant policies, procedures and guidelines at CDH
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Abide by the Code of Conduct for Public Services

Workplace Harassment and Bullying:

- CDH has adopted and applies the State Services Authority Code of Conduct.
- Each employee has the right to a workplace free from any form of harassment or

bullying.

- Each employee has a responsibility to comply with CDH policy and participate in education and training.

Health Promotion:

- CDH adopts the principles of health promotion and encourages all employees to embrace the organisation's Health Promotion activities.
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

Police Record Check:

- This position requires a satisfactory National Police Check.
- CDH will not make a formal offer of employment until a candidate provides this document.

TERMS AND CONDITIONS in accordance with the Letter of Offer.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein.

I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies applicable to CDH.

I agree to observe the Public Sector Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:	
Signature:	
Date:	

cc: Personnel File

Cohuna District Hospital is an Equal Opportunity Employer

Reviewed & Updated: 09/10/2023