



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Cook/Chef

Full Time Positions

Want job security in an essential service? Want to say goodbye to late night shifts and terrible working hours! Then this is the perfect role!

About the role:

We are looking for enthusiastic and motivated individuals to fill a permanent position in our fun and supportive team. Reporting to the Food Production Manager this position is responsible for all aspects of food preparation, cooking and serving food for patients, staff and functions. While this is a well-structured service the role still allows you to demonstrate your creative flare in the Kitchen. We currently have positions available at our Swan Hill and Nyah Campuses.

Key Selection Criteria

- Demonstrated reliability.
- Trade Certificate or experience in a commercial Kitchen.
- Flexibility to work a 7 day rotating roster.
- Driver's License.

Want More Info?

For full Position Description and more information on this role, please visit:

<https://www.shdh.org.au/employment/vacancies/>

For enquiries please contact Kristy Coolahan, Food Production Manager on email:

kcoolahan@shdh.org.au or ph: 5033 9270

How to Apply:

For more information on how to apply, please visit:

<https://www.shdh.org.au/employment/how-to-apply/>

Please send all applications to employment@shdh.org.au

Applications must address the Key Selection Criteria and should be accompanied by an application for employment form.

Closing date: 23rd November 2021

Aboriginal and Torres Strait Islander people are encouraged to apply



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Position:	Food Services Supervisor NYAH Jacaranda
Classification:	FS1 – Food Services Supervisor
Department:	Food Services
Reports to:	Food Services Manager
Position Summary:	<ul style="list-style-type: none"> • Assist the Food Services Manager with the efficient and effective delivery of the Hospital's Food Production Services. • Work towards "best practice" principles and process. • To provide a commitment to Customer Services Principles to both internal and external customers. • Provide supervision, guidance and training to Cooks and support staff in the Food Services area • Ensure food is prepared to meet the needs of special dietary needs are required.
Responsibilities:	<p>As follows:</p> <ul style="list-style-type: none"> • Staff supervisor of both Jacaranda food services and Support Services departments • Coordinating staff and resolving day to day matters. • Completion of menu monitoring duties – collation and ensure that nutritional requirements are maintained • Complete menu planning for Jacaranda • Contacting food ordering. • Food safety supervisor administers : <ul style="list-style-type: none"> ○ food safety requirements to all staff ○ food safety training as required ○ temperature control records ○ cleaning schedule, ○ internal food safety audit and external food audits such as external third party and local council. • Co-ordinate the production between the various stations in the Kitchen in order to have all food prepared for specific meal periods. • Check and supervise the preparation of all special diets. • The continuous check of stores, refrigerators and production areas to avoid shortages or over production. • Pay strict attention to both kitchen hygiene, and personal hygiene of all Food Production Department personnel. • To supervise the production and testing of all food before service times. • To ensure that all food is prepared, cooked and presented as specified on menus and in accordance with laid down recipes. • Assist in menu planning and costing. • Be responsible to train and instruct staff in new methods and food production techniques. • Undertake the role of Food Production Manager when authorised to cover approved leave. • Oversee the implementation and monitoring of the Quality Assurance/Hazard Control program of the Food Production Department. • Undertake various tasks within the Food Production Services as assigned by the Food Production Manager. • Ensure stock levels are maintained. • Maintaining accurate time sheets and Kronos reporting as required. • Be responsible for and conduct on the job training (including orientation) for new staff • Encourage and organize on the job training for staff as requested by the

	Food Services Manager.
Key Selection Criteria	<p>Essential:</p> <ul style="list-style-type: none"> • Trade Cook qualifications • High level communications skills, written and verbal • Food safety supervisor certificate health sector Computer skills • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in

	<p>the Emergency Procedures Manual.</p> <ul style="list-style-type: none"> • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	July 2020, Jan 2021
Current:	NOV 2021
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585