



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Food Service Team Leader

Permanent Full Time (1 FTE)

Swan Hill District Health are in search of new Food Services Team Leader to assist in the daily operation of our industrious kitchen. The role will provide leadership, guidance and training to staff whilst providing internal and external customers with wholesome dietary requirement.

### The role will require you to:

- Assist the Food Services Manager with daily quality & hygiene checks as required
- Oversee food preparation processes for special dietary requirements
- Assist in menu planning, costing and stock ordering
- Experience in Chefmax is desirable but not essential
- Demonstrate quality leadership at all times, ensuring that conduct/behavior's are aligned to Swan Hill District Health's values.

### About You:

- Trade Cook Qualifications
- Food Safety Supervisor Certificate or willingness to complete
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

**To apply for this position:** email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Kristy Coolahan, Food Service Manager,  
E: [kcoolahan@shdh.org.au](mailto:kcoolahan@shdh.org.au)

**Closing Date: 16<sup>th</sup> August 2022**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>Food Services Team Leader</b>
<b>Classification:</b>	TBA
<b>Department:</b>	Food Services
<b>Reports to:</b>	Food Services Manager
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>• Assist the Food Services Manager with the efficient and effective delivery of the Hospital's Food Production Services.</li> <li>• Work towards "best practice" principles and process.</li> <li>• To provide a commitment to Customer Services Principles to both internal and external customers.</li> <li>• Provide leadership, guidance and training to food service staff in the Food Services area.</li> <li>• Cover daily personal leave shifts for cooking and food domestic staff.</li> <li>• Ensure food is prepared to meet the needs of special dietary needs are required.</li> </ul>
<b>Responsibilities:</b>	<p>As follows:</p> <ul style="list-style-type: none"> <li>• To co-ordinate the production between the various stations in the Kitchen in order to have all food prepared for specific meal periods.</li> <li>• Supervision of food and domestic staff</li> <li>• Cover leave shift for cooking and food domestic staff</li> <li>• Check and supervise the preparation of all special diets.</li> <li>• Continuous check of stores, refrigerators and production areas to avoid shortages or over production.</li> <li>• Pay strict attention to both kitchen hygiene, and personal hygiene of all Food Production Department personnel.</li> <li>• To supervise the production and testing of all food before service times.</li> <li>• To ensure that all food is prepared, cooked and presented as specified on menus and in accordance with laid down recipes.</li> <li>• Responsible for provision of food safety supervision.</li> <li>• Assist in menu planning and costing.</li> <li>• Be responsible to train and instruct staff in new methods and food production techniques.</li> <li>• Undertake the role of Food Production Manager when authorised to cover approved leave.</li> <li>• Oversee the implementation and monitoring of the Quality Assurance/Hazard Control program of the Food Production Department.</li> <li>• Undertake various tasks within the Food Production Services as assigned by the Food Production Manager.</li> <li>• Ensure stock levels are maintained.</li> <li>• Participate as an effective and proactive Food Services team member at all times.</li> <li>• Demonstrate quality leadership at all times, ensuring that conduct/behavior's are aligned to Swan Hill District Health's values.</li> <li>• Maintaining accurate time sheets and Kronos reporting as required.</li> <li>• Be responsible for and conduct on the job training (including orientation) for new staff.</li> <li>• Encourage and organise on the job training for staff as requested by the Food Services Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>Participate in ChefMax at a champion level.</li> </ul>
<b>Key Selection Criteria</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Trade Cook qualifications.</li> <li>High level communications skills, written and verbal.</li> <li>Food Safety Supervisor Certificate and/or willingness to complete.</li> <li>Computer skills.</li> <li>Current National Police Check.</li> <li>Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Health and Allied Services, Managers and Administration Officers Agreement 2021-2025.
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>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.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<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 &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></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>
<b>Privacy and Confidentiality:</b>	<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>

<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Nov 2018, Jan 2021
<b>Current:</b>	July 2022
<b>Managers Name:</b>	Kristy Coolahan
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



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:

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## 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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585