



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Kitchen Assistant Full Time or Part-time

Swan Hill District Health are seeking a full time Kitchen Assistant to join our & friendly team. Our fast paced, productive kitchen operates from 6.30am-8.00pm 7 days a week. This role is offered as a full time or part-time position. If you would like to become a part of this energetic environment, apply now!

About the Role:

Reporting to the Food Production Manager, this position will be responsible for general cleaning of the kitchen including storerooms, refrigerators, equipment and utensil in addition to assisting with vegetable preparation and plating of meals as required.

Key Selection Criteria

- Demonstrated reliability
- Attention to detail to ensure cleaning standards maintain food safety requirements at all times
- Able to work autonomously and as part of a team
- Able to work to a set Roster, which will include some weekend shifts.
- Food Handler Certificate for the Health Care Sector or willingness to obtain

Benefits of Working with our Food Services Department:

- On the job training
- Attractive Salary
- Salary Packaging benefits and Employee Wellness Program

Position Requirements:

- A current Police Check
- Current Working with Children's Check
- Complete COVID19 Vaccination Certificate & 2022 Flu Vaccination

For More Information?

Please contact Kristy Coolahan, Food Production Manager on email: kcoolahan@shdh.org.au

To apply for this position: email the completed Application for Employment form, Cover letter, CV to employment@shdh.org.au.

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

Closing Date: Tuesday 20th September 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.

Position:	Kitchen Assistant
Classification:	Food and Domestic Services Assistant Grade 1 (IN13); progresses to Food and Domestic Services Assistant Grade 2 (IN14) where they have greater than three (3) months experience (full time)
Department:	Food Services
Reports to:	Food Services Manager or Team Leader
Position Summary:	The Kitchen Assistant is required to provide timely assistance in vegetable preparation, general cleaning, meals on wheels and pot washing.
Responsibilities:	<ul style="list-style-type: none"> • Thorough cleaning of all floors, walls, doors, benches, shelves, cupboards, drawers and other fittings in the kitchen, store rooms and refrigerators. • Thorough cleaning of all kitchen equipment. • Thorough cleaning, drying and putting away of kitchen utensils. • Check and store all dry and frozen goods. • Assist in serving of “Meals on Wheels” requirements, and movement of same to pick-up point. Assist as required with plating of meals. • Collect, thoroughly clean and dry and put away containers used for “Mels on Wheels”. • Assist with the implementation and monitoring of the Quality Assurance/Hazard Control Program of the Food Production department. • Actively participate in Roster and allocated duties. • Actively participate as an effective member of the Food Services and wider Swan Hill District Health team. • Perform all duties in accordance with all relevant Food Services and Swan Hill District Health, including but not limited to, safety and good hygiene practices. • Perform all other duties which may be requested from time to time within the skills level of the role.
Key Selection Criteria	<ul style="list-style-type: none"> • Demonstrated commitment to providing excellent customer services. • Demonstrated reliability. • Attention to detail. • Able to work autonomously and as an effective member of a team. • Able to, and commitment to, work to a fixed roster that includes some weekend shifts. • Food handlers certificate for Health Care Sector (Follow Basic Food Safety Practices HLTFSE001) or willingness to obtain. • Current National Police Check. • COVID 19 Vaccination Certificate • 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 immunisation for all vaccine preventable illnesses.
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement 2021-25.
Continuous Quality	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice.

Improvement:	<ul style="list-style-type: none"> • 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>
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience 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:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • 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:	March 2022,
Current:	May 22
Managers Name:	K. Coolahan
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	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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