



Swan Hill
District Health

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

COOK / KITCHEN HAND

Full Time or Part Time

Do you have a love of cooking and a passion for the Food Services, but are sick of the late nights and wanting a secure position within the Healthcare System? Then come and join our positive and professional team at Swan Hill District Health and see what we have to offer!

About the role:

We are looking for an enthusiastic and motivated individual to fill a permanent position in our fun and supportive team in the Swan Hill District Health kitchen. This position will be offered as a Fixed Term Full Time position with the opportunity for ongoing work. 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.

Amazing benefits and competitive wages await the successful applicant with generous Salary Packaging and employee benefits available that only Swan Hill District Health can offer! We are the largest employer in the Swan Hill region for a reason, and we WANT YOU to join the team!!

Key Selection Criteria

- Demonstrated reliability.
- Experience in a commercial Kitchen.
- Flexibility to work a 7 day rotating roster desirable.
- Driver's License.

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

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

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.

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 Production Manager, Ph: (03) 5033 9270 or E: kcoolahan@shdh.org.au

Closing date: 14th December 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:	Cook/Chef
Classification:	Dependent on Qualification and experience
Department:	Food Production
Reports to:	Food Service Manager / Chef
Position Summary:	Food Preparation, Cooking, Serving of food for Patient, Staff and Functions and also to cover shifts at Nyah.
Responsibilities:	<ul style="list-style-type: none"> • Maintain High Standard and efficient service at expected trade level, • Prepare appetizing and nutritious meals as per the approved menu and in accordance with approved recipes. • Prepare appetizing and nutritious meals within the limitations of special therapeutic diet requirements as required. • Record and receive incoming goods, • Perform temperature check as per food safety plan, • Pay strict attention to personal and kitchen hygiene, • Perform other tasks at Swan Hill District Health and at Nyah Campus as required by the Food Production Manager or Head Chef, • Assist other food preparation staff in all facets of food preparation as required.
Key Selection Criteria	<ul style="list-style-type: none"> • Trade Certificate or several years' experience in a commercial setting. • Demonstrated reliability • Flexibility to work a 7 day rotating roster • Drivers License • 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. • Current National Police Check
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>

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:	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.
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 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:	Mar 19, July 2021, Nov 2021, Feb 22
Current:	Mar 22
Managers Name:	Kristy Coolahan
Managers Signature:	
Employees Name:	
Employees Signature:	

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 HLTFS001) 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>
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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