

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Shift Supervisor - Kitchen
<b>Position Number:</b>	503385
<b>Classification:</b>	General Stream Band 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital Food Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Manager - Food Services
<b>Effective Date:</b>	October 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Relevant Trade Qualification  <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
<b>Desirable Requirements:</b>	Certificate IV in Hospitality, Commercial Cookery, Training and Assessment or similar

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Provide leadership, motivation, direction, and training ensuring all work associated with food production, cleaning and other tasks associated with the Launceston General Hospital (LGH) Production Kitchen is of the highest standard of quality and safety.

Monitor the performance of team members, ensuring work methods, practices and standards are well understood, implemented, and maintained.

## Duties:

1. Actively supervise the preparation, cooking, chilling, and cleaning of the production kitchen and equipment, ensuring a high standard of food and personal hygiene is achieved in accordance with the relevant legislation, codes of practice, and the Food Safety Program.
2. Ensure safety and quality by overseeing the correct preparation of meals for patient/clients with food allergies, intolerances and specific cultural or religious requirements.
3. Ensure all equipment in the production centre is used and maintained in accordance with the manufactures standard operating procedure instructions adhering to WH&S legislative standards, policies and guidelines and organise for the repair or replacement of faulty production equipment.
4. Monitor, motivate and support all staff in the production kitchen, including the provision of training in relation to food production, food safety, WH&S, dietary guidelines and any related changes, and communicate expectations regarding deadlines, quality and other requirements.
5. Implement contingency plans for relief staff, rearranging work allocations as required in conjunction with, or in the absence of, the Executive Chef, ensuring the appropriate and efficient use of resources.
6. Develop and maintain audit schedules to ensure the service operates efficiently and effectively and to determine and mitigate potential risks such as supplier compliance to LGH requirements
7. Assist with the distribution of daily client orders from the production kitchen, using the computer-based ordering system, coordinating orders and scheduling of deliveries, to ensure optimum use of resources.
8. In consultation with the Executive Chef, ensure legislative requirements are met, quality improvement activities are undertaken to foster continual improvement.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Direction on non-routine tasks will be provided by the Manager - Food Services, with general direction provided by the Executive Chef. The occupant of this position is responsible for:

- Being self-motivated and is expected to exercise considerable initiative, operating with a minimum level of supervision, ensuring that the daily production requirements of all clients are achieved in accordance with schedules.
- Cleanliness, hygiene and safety within the production kitchen in accordance with the relevant legislation, codes of practice, and Food Safety Program.
- Proactively identifying issues and providing solutions in relation to food production, schedules, equipment and staffing.
- Maintaining confidentiality concerning staff, clients and sensitive information in accordance with the relevant legislation, codes of practice.
- Supporting the Executive Chef in monitoring the performance of team members, ensuring work methods, practices and standards are well understood, implemented and maintained.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated experience in the management and supervision of staff in all aspects of largescale food preparation, production, cooking, cleaning, storage and distribution in a healthcare setting
2. The ability to interpret legislative requirements and to contribute to the review and development of operational procedures and manage and support change processes. Well-developed administrative skills and proven ability to use computers systems.
3. Demonstrated ability to provide ongoing training for apprentices, trainees, new employees and retraining of existing employees.
4. Well-developed interpersonal skills, self-motivation and willingness to work in a team capacity and proven ability to liaise and negotiate effectively with a wide range of staff, clients, health professionals and suppliers.
5. Ability to comply with codes of practice, procedures, and follow standard recipes and production schedules. always portraying a professional image including personal hygiene, attire, punctuality and attendance.
6. Sound knowledge of relevant Work, Health and Safety legislation and codes of practice together with a demonstrated understanding of Workplace Diversity principles.
7. Demonstrated understanding of the need for and capacity to maintain confidentiality concerning patients, clients, staff and sensitive information.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).