

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Multiskilled Domestic
Position Number:	512923, 518124
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North – Primary Health Services St Marys Community Health Service
Position Type:	Permanent/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Director of Nursing (St Marys)
Effective Date:	May 2020
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. 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:

Assist in food preparation and cleaning within the Kitchen area, maintaining a high standard of hygiene in accordance with Food Safety Legislation and Guidelines in Tasmania.

Assist in the cleaning of allocated areas within the facility in compliance with established policies and procedures and in accordance with infection control standards.

Duties:

1. Clean and maintain all areas of the Hospital, including floors, bathrooms, toilets and patient areas by dusting, vacuuming, washing, scrubbing and spot cleaning as required.
2. Clean isolation areas as required.
3. Collect and remove domestic waste to appropriate areas.

4. Assist with the cooking, setting up, serving and delivery of patient meals and washing up of crockery and cutlery.
5. Deliver morning and afternoon teas to patients as required.
6. Monitor the condition of equipment and appliances and report defects and faults to the appropriate staff in an efficient manner.
7. Participate in staff development programs as required.
8. 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 and supervision is provided by the Director of Nursing. The occupant of this position is responsible for:

- Maintaining cleaning techniques and associated machinery, disinfectants and detergents to comply with established policies and procedures and in accordance with infection control standards.
- Monitoring and reporting to the Cook on the condition of equipment and appliances and document and report any unsafe equipment.
- Contributing towards a safe working environment, attending training sessions as directed and applying correct lifting techniques.
- Reporting unsafe practices that may endanger patients and staff of the hospital.
- Maintaining a high standard of hygiene, both personal and environmental.
- Championing 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, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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.

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. Knowledge of food safety, food preparation, presentation and diets.
2. Demonstrated knowledge and experience in the provision of cleaning procedures within a health-related environment including the use of cleaning and catering equipment.
3. Demonstrated knowledge and understanding of workplace safety in relation to cleaning and catering services.
4. Sound interpersonal and communication skills, together with an understanding of the needs and comforts of clients utilising hospital services and an understanding of the need for good public relations.
5. Demonstrated ability to work in a team environment.
6. A basic knowledge of Quality Improvement programs and a commitment to participate in development programs as required.

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 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](#).