

POSITION DESCRIPTION

POSITION TITLE:	FOOD SERVICES ASSISTANT		
COMPANY DIVISION:	Aged & Community Care		Food and Domestic Services
OFFICE LOCATION:	Costa House, Lara		
REPORTS TO:	Food & Domestic Services Manager		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • Cook • Registered Nurse • Personal Care Worker • Enrolled Nurse • Domestic Services Assistant • Director of Nursing • Clinical Coordinator 		
CLASSIFICATION & CONDITIONS:			
STATUS:			

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

POSITION:

Mission: **Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.**

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

The Food Services Department operates at Costa House, a 120 bed residential aged care facility located in Lara. We form part of the Aged and Community Care Division and seek to improve the quality of life for Aging Victorians and their families and carers.

The Food Services Department produces quality meals on site using fresh seasonal ingredients. We operate every day of the year from 7.00am – 7.30pm over two shifts.

PURPOSES OF THE POSITION

The purpose of a Food Services Assistant is to help prepare and deliver meals to our residents in a professional, customer focused manner. Food Services Assistants work closely with Care and Nursing Staff to ensure the dietary preferences and needs of our residents are met while maintaining the highest food safety standards.

SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to the Food & Domestic Services Manager for key accountabilities and the achievement of Key Performance Indicators.

POSITION:

KEY RESULT AREAS

- Basic food preparation, presentation and service in accordance with resident preferences, Food Safety regulations and Costa House policies and procedures.
- Maintain optimum hygiene and cleanliness of all equipment and utensils used in food services
- Complete all documentation in accordance to the Food Safety Plan and relevant policies and procedures
- Store all provisions in their appropriate areas, ensuring correct opening dates are recorded
- Maintain equipment to recognised industry standards and notify Food and Domestic Services Manager immediately if there are any faults or calibration concerns.
- Undertake additional training deemed appropriate by the Food and Domestic Services Manager
- Ensure all OH&S requirements are met

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

Essential:

- Food Handlers Certificate
- Knowledge of safe food handling practices
- Strong oral communication, interpersonal and customer service skills
- Effective time management, organisational skill and attention to detail.
- Demonstrated ability to work independently and as a part of a team
- Basic computer skills

Desirable:

- Experience in the food services industry
- Knowledge and experience with auditing processes within the food industry
- Knowledge and experience in the Aged Care, Child Care or Hospital industries within the food services areas

POSITION:

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending	✓		
Computer based tasks		✓	
Driving			✓
Kneeling			✓
Lifting	✓		
Sitting			✓
Standing	✓		
Walking	✓		