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SA Health Job Pack

Job Title	Stores Assistant (Multiple Vacancies)
Job Number	635847
Applications Closing Date	22 December 2017
Region / Division	Central Adelaide Local Health Network
Health Service	Food Services
Location	Adelaide
Classification	WHA3
Job Status	Part Time / Ongoing Appointment
Indicative Total Remuneration*	\$931.80-\$942.70 (pro rata)

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Bobby Taylor
Phone number	8222 5220
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Stores Assistant - Production - P07352
Classification Code:	WHA 3
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)
Site/Directorate	TQEH
Division:	Operational Services
Department/Section / Unit/ Ward:	Food Services
Role reports to:	Logistics Stores Supervisor
Role Created/ Reviewed Date:	September 2017
Criminal History Clearance Requirements:	General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- The Catering Assistant Level 3 contributes to the provision of a high quality food and beverage service by undertaking responsibility and duties additional to level 2 in specific areas of the service including assisting with food preparation and cooking, team leadership to staff on the floor, or the preparation of special event function trolleys and service.

Direct Reports:

- The Catering Assistant, level 3 is reports, and is responsible to, the Logistics Stores Supervisor

Key Relationships/ Interactions:

Internal

- Other Worker Health Ancillary employees within Nutrition & Food Services
- Some Clinical and Allied Health staff

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- Work Health and Safety (WHS).
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- Disability Discrimination.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Maintain confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information and information of strategic importance to SA Health and Central Adelaide LHN.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Managers and staff are required to contribute to the safety and quality management system and continuous improvement by:

- participating in Strategic, Divisional and Team planning activities as required
- complying with standards of practice
- aiming to continuously improve the quality of work practices and services
- participating in the evaluation of work practices and services
- participate in the accreditation process as relevant to the position.

Special Conditions:

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Required to work between the hours of 6 AM to 8.30 PM over a 7 or 5 day roster.
- Acceptance of staff rotation is a condition of employment.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of an effective, high quality and efficient patient food and beverage service.	<ul style="list-style-type: none"> • Ensure meal ordering, service and delivery is achieved according to the service requirements. • Undertake, as required, any or all of the duties for a Health Ancillary Worker on a lower level. • Undertake training and relieve in any position of the same level within the Food Service Department. • Assist with staff training and orientation. • Allocate and determine work priorities including setting and prioritizing work parameters for operative employees of the same or of a higher level within the scope of the activity being undertaken). • Inspect and ensure the quality of work undertaken by employee.
Contribute to an efficient and effective production service according to departmental quality standards and procedures	<ul style="list-style-type: none"> • Preparation of foodstuffs from basic state ready for serving or cooking. • Cooking, heating or chilling of foods following standard recipes and procedures. • Plating, packaging and presentation of meals. • Adherence to proper food handling and hygiene practices. • Application of appropriate methods of food preparation, holding and presentation to ensure a high quality product.
Ensure the provision of a high quality, efficient Nutrition Support Service to patients	<ul style="list-style-type: none"> • Maintaining the work area and equipment in an ordered, hygienic fashion. • Assisting with ordering and stock control. • Keeping appropriate statistics. • Participating in quality assurance programs as directed by the Quality, Food Safety & System Coordinator.
Contribute to the overall operation of the Distribution Service by performing Level 2 duties plus additional duties.	<ul style="list-style-type: none"> • Receive, check and store incoming goods • Utilise electronic equipment to accept and process goods receipts • Maintain all storage areas as required. • Collate menus and make up bulk orders • Assist in and organise special functions • Collate total food requirements by the use of electronic equipment • Order stocks of special fluids • Prepare special fluids • Undertake training in tasks as required
Ensure all work is performed in a safe manner in accordance with the requirements of the Work, Health & Safety, by following procedures and notifying Supervisors of any potential safety and health risks	<ul style="list-style-type: none"> • Advise group members of the most appropriate procedures and safe work practices affecting methods of work. • Ensure that labour, tools, equipment and materials are available, used efficiently and where appropriate are properly maintained. • Prepare and maintain records and incident reports. • Assist in the provision of on the job training. • Provide an overall on the job leadership role. • Exercise judgement and advise on matters requiring the application of skills and knowledge.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills:

- Competent oral and written communication skills.
- Good organisational skills
- Ability to deal with the time pressures of a food service
- Ability to work with dexterity
- Has a commitment to quality and customer service.

Experience

- Experience working in a catering environment

Knowledge

- Basic food safety and handling requirements

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Completion of/or studying towards an appropriate course in food handling, hygiene or nutrition.

Personal Abilities/Aptitudes/Skills:

- Able to operate a Personal Computer

Experience

- Broad experience in one or more large catering operations
- Previous experience working in a hospital environment
- Experience in using word processor, data-base and spread sheet programmes

Knowledge

- Knowledge of large scale food service operations

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: