

## Statement of Duties

<b>Position Title:</b> Non Trades Cook/Domestic (Relief)	<b>Position Number:</b> 505962	<b>Effective Date:</b> April 2008
<b>Group and Business Unit:</b> Tasmanian Health Organisation – South (THO-South) – Complex, Chronic and Community Service		
<b>Section:</b> Central Highlands Community Health Centre - Ouse	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Casual	
	<b>Position Type:</b> Casual	
<b>Level:</b> 4	<b>Classification:</b> Health Services Officer	
<b>Reports To:</b> Manager Central Highlands Community Health Service		

### Focus of Duties:

- Undertake general catering, cleaning, laundry and other domestic tasks as directed.

### Duties:

1. Provide and effective and efficient food service.
2. Assist with the provision of general cleaning and minor laundry services.
3. Order stocks for kitchen and in-house keeping.
4. Report any service breakdown or equipment or other maintenance requirements.
5. Actively participate in and contribute to the organisation's Quality & Safety and Work, Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
6. 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 jobs at this classification level.

### Scope of Work Performed:

- Responsibility for providing food appropriate to people's needs and adhere to high standards of food service.
- Be responsible for maintaining a clean and hygienic environment.
- Ensure adequate supplies are available as required.
- Maintain and utilise equipment effectively and efficiently.

**Pre-employment Conditions:****Essential Requirements:**

Evidence of the following must be provided prior to appointment to the job:

- Nil.

**Pre-employment Checks:**

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 and/or experience in the preparation and storage of food.
2. Knowledge of and/or experience in food, kitchen and personal hygiene, general cleaning and laundry procedures.
3. Ability to work without direct supervision.
4. Willingness to provide a prompt and efficient service.
5. Knowledge of basic, nutrition, dieting needs and patient requirements.
6. Well developed interpersonal and communication skills.

**Working Environment:**

- The position operates on rotating roster, including weekend and public holidays.

The Department of Health and Human Services and Tasmanian Health Organisations are committed to providing the highest levels of healthcare and services, and values equity, diversity, initiative, flexibility, creativity, teamwork, conduct, occupational health and safety and the capacity to make a difference.

The minimum responsibilities required of officers and employees of the State Service are contained in sections 7(1), 8 and 9 of the *State Service Act 2000*.

The *State Service Act 2000* and Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

This job may exercise delegations in accordance with a range of Acts, Regulations,

Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary of the Department. The relevant Unit Manager can provide details to the occupant of delegations applicable to this job.

The Department of Health and Human Services and the Tasmanian Health Organisations are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Health Care Workers with the Department of Health and Human Services and Tasmanian Health Organisations are expected to comply with the Agencies' Hepatitis B Policy and the Tasmanian Code of Practice for Health Care Workers.

The Agencies' policy classifies the levels of risk to employees, who have a risk of exposure to Hepatitis B higher than the normal population, as either:

Category 2 Employees whose employment arrangements and duties place them at a higher than normal population risk of exposure to blood or body fluids.

Category 3 Employees who are, or potentially will be, directly involved in the conduct of exposure prone procedures.

For employees who occupy jobs classified as Category 2 level of risk it is strongly recommended that the occupant either demonstrate current immunity or previous seroconversion to Hepatitis B or demonstrate immunity following vaccination.

For employees who occupy jobs classified as Category 3 level of risk the occupant will be required to either demonstrate current immunity or previous seroconversion to Hepatitis B or demonstrate immunity following vaccination.