

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Kanggawodli - Chef
Job Number	644810
Applications Closing Date	23 February 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Aboriginal Health Service
Location	Dudley Park
Classification	WHA5
Job Status	Full time temporary up to 31 Jan 2019
Indicative Total Remuneration*	\$977.40 / \$988.10 p/week

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	Vicki Nagy, Senior HR Consultant
Phone number	8161 2424
Email address	Vicki.Nagy@sa.gov.au

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



Government of South Australia
SA Health

Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

TITLE OF POSITION: Chef	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide LHN
Classification: WHA5	Health Unit: NALHN
Classification Reviewed:	Division: AHS
	Department / Section: Kanggawodli
	Position No:
	Position Created:

Job and Person Specification Approval

_____/_____/_____
CEO or Delegate Date

JOB SPECIFICATION

PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

Health Ancillary Employees are responsible for a high standard of work providing a timely, efficient and effective general service undertaking duties in a range of activity areas as described in this duty statement.

Health Ancillary Employees may be required to work within a number of areas of the Health Service, including kitchen, laundry and housekeeping.

Health Ancillary Employees at this level will perform a range of higher level operative tasks, with knowledge and skills gained through relevant experience, skill specialisation and / or extensive in service training.

Responsible for daily food production in accordance with menus for residents and special functions.

Required to comply with standards of food quality, presentation, recipes and portion control as well as Standard Operating Procedures in relation to stock security, food safety, task allocations, production schedules, and the safe operation and cleaning of equipment.

REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

- Report to the Regional Manager HI
 - Work in close liaison with the Catering Attendant
 - Professionally responsible to the Manager Food Services, NALHN
-

HANDLING OF OFFICIAL INFORMATION

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- 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.'
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.

- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance)

Non-Executive, non-managerial and non-supervisory positions are required to include the following key outcome statement:

(insert major areas of responsibility / activities here)

- 1. 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 Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- 2. Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.**
- 3. All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**
- 4. 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.**
- 5. A Chef will provide an overall on the job leadership role and represent the team at the next reporting level to:-**
Make decisions in the absence of consensus, resolve conflict between team members and coordinate team efforts. This also includes but is not limited to:
 - Allocating and determining work priorities.
 - Inspecting and ensuring the quality of work undertaken by employees.
 - Advising employees on appropriate procedures and safe work practices affecting the methods of work.
 - Ensuring that labour, tools, materials and equipment are available, used efficiently and safely where appropriate and are properly maintained.
 - Preparing and maintaining records and incident reports.
 - Assisting in the on-the-job training of employees.
- 6. Chef Level 5 will also perform a range of higher operative tasks associated with Level 4 which:**
Contribute to the effective management and organisation of the unit and employees by:
 - Setting up, programming and operating machinery, equipment, facilities, recording and computerised systems.
 - Determining and appraising methods of work organisation which includes implementing detailed directions and procedures.

- Participating in agreed quality programs for cooks and participating in reviews of all aspects of the quality of the food service
- Implementing agreed corrective action on an ongoing basis
- Complying with departmental procedures for food storage and food safety plans.
- Complying with the departmental Food Safety program in accordance with current state and national guidelines.
- Complying with departmental guidelines for sanitation
- Providing assistance and guidance within level of expertise to other employees.
- Undertaking training as required and maintaining required skills and knowledge applicable to the role.

7. Contributes to the provision of an efficient, effective and sustainable catering service that supports the operations of the unit by:

Supervising and ensuring the food and beverage service to patients and clients is achieved by performing a range of higher operative tasks including but not limited to:

- Undertaking cooking duties in accordance with task allocations and the operational requirements of the service
- Liaising effectively with residents and Accommodation Support staff, regarding patient meal requirements
- Complying with agreed quality, nutrition and Food safety standards
- Complying with standards for meal presentation, standard recipes and portion control
- Participating in the development of standards for meal presentation, standard recipes and portions
- Contributing to the reviews of menus for patients, staff and visitors
- Complying with departmental Standard Operating Procedures for the storage of food and consumables in accordance with food safety guidelines
- Preparing food in accordance with patient meal numbers, menus, standard recipes and portions and special dietary requirements determined by the dietitians
- Contributing to the review of new food products and recipes
- Complying with food safety standards relating to the quality and temperature of all food items handled and produced within the kitchen
- Advising of instances where packaging does not comply with food safety or labelling standards and recommend as appropriate
 - Overseeing the food and beverage distribution and liaising with appropriate staff to obtain specific dietary requirements.
 - Ordering and controlling non production food lines.
 - Collating menus, making up bulk orders and formulating all special dietary fluids.
 - Organising and supervising catering functions.
 - Maintaining daily rosters as required.

8. Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:

- Undertaking training as required and maintaining required skills and knowledge applicable to the role.

An employee at Level 5 may occasionally be required to perform duties at a lower level or incidental to their area of expertise.

9.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Trade qualifications or trade equivalent skills as a Cook.
-

Personal Abilities/Aptitudes/Skills

- Ability to utilise computer and word processing skills to prepare and maintain documents and records.
 - Ability to allocate, inspect and determine work priorities to ensure the quality and timeliness of work undertaken by employees.
 - Ability to set up, program and operate machinery, equipment, facilities, recording and computerised systems.
 - Excellent interpersonal and communication skills with the ability to cooperate with staff at all levels, maintain patient confidentiality and work with a wide range of people from different cultures, backgrounds and circumstances.
-

Experience

- Demonstrated experience performing work under limited direction and exercising judgement and initiative in the day to day execution of a position.
 - Experience working well as an individual or a team member in a multi-disciplinary team environment.
 - Previous experience in a food service/ health facility utilising trade equivalent skills in cooking gained through in service training and or experience in a specialised function.
 - Experience in determining and appraising methods of work organisation, which includes implementing detailed directions and procedures and assisting in the provision of on the job training.
 - Providing assistance and guidance within level of expertise to other employees.
-

Knowledge

- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.
- Knowledge of safe working conditions, food storage and correct food handling techniques.
- Knowledge and commitment to customer service principles and an understanding of the general principles relating to confidentiality.
- Knowledge of cleaning and sanitation processes.
- Knowledge and understanding of the Occupational Health, Safety and Welfare policies and procedures and their application in the workplace.

DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

Experience

- Previous experience utilising trade equivalent skills in cooking gained through in service training and or experience in a specialised function.
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

Other details
