DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Driver |
| **Position Number:** | 503402 |
| **Classification:** | Health Services Officer Level 4 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West – Launceston General Hospital |
| **Position Type:** | Permanent, Full Time/Part Time/Casual |
| **Location:** | North |
| **Reports to:** | Executive Chef |
| **Effective Date:** | July 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Current Driver’s Licence  *\*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Desirable Requirements:** | Ability to drive delivery vehicles with manual and automatic transmissions  Current Light Rigid Driver’s Licence |

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:

Provide an efficient and effective driving service for the Food Services Department of the Launceston General Hospital (LGH), including the timely delivery of meals, equipment, and stores to various off-site locations.

Select and assemble food needs of all satellite and internal areas while strictly adhering to Food Safety requirements.

Maintain facility, equipment, and vehicles in a clean and hygienic state.

### Duties:

1. Deliver, collect, and distribute food, general stores, and equipment to off-site locations, ensuring the quantity of food is in line with orders placed and is delivered within food safety standard guidelines and time frames.
2. Maintain precise record keeping including documenting time and temperature of food products, and address and report any customer service complaints to the Executive Chef.
3. Maintain in a clean and hygienic state vehicles and equipment and facility in line with the Food Safe Standards and report any damage or defects or non-compliance to Executive Chef.
4. Handle/manoeuvrer heavy objects and trollies and comply with Work Health & Safety policies and procedures to ensure a safe working environment.
5. Attend relevant ongoing training sessions and, as required, guide and assist less experienced employees
6. Actively participate in and contribute 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.
7. 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:

The Driver reports to the Executive Chef, in the absence of the Executive Chef the occupant receives general direction from the Chef in charge or Food Services Supervisor. The occupant of this role is responsible for:

* Providing an efficient and effective general driving service to the Food Services Department of the LGH.
* Safe operation, security and correct use of vehicles and equipment.
* Portraying a professional image at all times (includes personal hygiene, attire, punctuality, and attendance).
* Being highly motivated and responsible for working as part of a team.
* Assisting in maintaining all areas and equipment under Food Services’ jurisdiction at the optimum level of hygiene and cleanliness.
* Reporting unsafe acts and conditions, with an understanding of WHS principles/practices.
* Attending relevant ongoing training sessions and to maintain and develop an adequate skill base to meet required standards of performance.
* Maintaining confidentiality concerning patients and staff.
* Champion 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, exercise 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.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
   5. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Knowledge of current transport operational procedures, and experience in providing a driving service to an organisation.
2. Knowledge of food hygiene practices and their importance in the Food Services Industry.
3. Sound organisational skills and understanding of the importance of running to schedule.
4. Ability to co-operate with other personnel within the Department and work successfully in a team, includes effectively resolving problems that may arise in the daily performance of duties.
5. Sound written skills and interpersonal communications skills, with the ability to deal respectfully with clients.
6. Possess the physical capacity to handle/manoeuvrer heavy objects and trollies, conduct cleaning tasks and stand for prolonged periods and be willing to work in cold temperature areas.

### 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).