DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:**  | Relief Cook |
| **Position Number:** | 506108 and 507515 |
| **Classification:**  | Health Services Officer Level 4 |
| **Award/Agreement:**  | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West - George Town Hospital and Community Centre- Primary Health Services |
| **Position Type:**  | Permanent, Part-Time  |
| **Location:**  | North |
| **Reports to:**  | Hotel Services Coordinator |
| **Effective Date:** | 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |

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:

In the absence of Hotel Services Coordinator (HSC), carry out a range of duties associated with the preparation, production and delivery of meals in accordance with Food Safety guidelines.

As part of the site’s continuous quality and consumer safety program, support the HSC in ensuring that work practices comply with Foodsafe and infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables.

### Duties:

1. In the absence of the HSC prepare, provide and deliver a variety of nutritious meals for hospital patients and staff of satisfactory quality in sufficient quantities which takes into account patient preferences and meets any special dietary needs, including any cultural and religious requirements.
2. In the absence of the HSC, prepare, cook and provide orders for delivered meal recipients in the community.
3. Carry out variety of food preparation and production tasks.
4. Maintain equipment hygiene in kitchen area, ensuring all safety and Foodsafe regulations and requirements comply.
5. As part of the catering team, assist in the implementation of systems for catering services that ensures compliance with public health regulations, policies, procedures, and food safety and infection control standards.
6. Attend staff meetings and participate in the sites overall program for quality improvement and consumer safety.
7. Receive, check and store supplies in accordance with food safety regulations.
8. 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.
9. 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 Relief Cook is expected to operate with minimal supervision and will use initiative in resolving day to day operational issues. The HSC will provide direction and support and in the absence of this position, the Director of Nursing will provide general advice and direction. The occupant of this role is responsible for:

* In the absence of the HSC, preparation, cooking and serving of meals that meet dietary requirements of patients, residents and delivered meal recipients.
* In the absence of the HSC, ensuring catering staff observation of policies, procedures, food safety plan, and continuous quality plan.
* Correct use of kitchen equipment.
* Ensuring all policies, procedures, food safety plan and continuous quality plan are observed.
* Championing 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, exercising 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.
* Complying 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
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Knowledge and experience in the preparation and presentation of balanced meals for a large organisation, together with experience in, or the ability to develop skills in, the preparation of meals for people with specialised dietary needs.
2. Knowledge and understanding of cleaning procedures, including infection control and the use of cleaning chemicals, or the ability to acquire same.
3. Capacity to understand and operate specialised cleaning equipment and other electrical appliances.
4. Well developed organisational, communication and interpersonal skills.
5. Practical knowledge and understanding of workplace safety and workplace diversity principles.
6. Practical knowledge and understanding of quality improvement and consumer safety, applicable to the provision of support services in a health services environment.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).