

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Kitchen Hand
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Executive Chef
<b>Effective Date:</b>	July 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	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:

Carry out a range of duties associated with maintaining food preparation, service and waste management areas in a clean hygienic state within the Launceston General Hospital (LGH).

## Duties:

1. Clean and sanitise equipment, utensils, floors, walls, surfaces and perform wearwashing tasks as directed.
2. Maintain cool rooms, refrigerators and freezers in a clean and hygienic state.
3. Dispose of kitchen waste, sort and dispose recyclables and food waste as required.
4. Attend relevant ongoing training sessions and, as required, guide and assist less experienced employees.
5. Under close supervision preform basic food preparation tasks.

6. Operate food service machinery and appliances as per guidelines.
7. Perform receipt and storage duties associated with food supplies when required.
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 Kitchen Hand reports to the Executive Chef with supervision provided by the Chef in Charge of the Central Production Kitchen at the commencement and the completion of tasks. In the absence of Chef in Charge, the occupant receives general direction from the Food Service Supervisor or Delegate. The occupant of this role is responsible for:

- 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.
- Operating various items of equipment following optimum safety measures.
- 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.
- 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:
  - 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. Ability to maintain all food service equipment and surfaces in a clean and hygienic state.
2. Experience in the use of food preparation equipment, together with knowledge of, and demonstrated ability to comply with, safe food handling requirements.
3. Ability to understand both written and verbal instructions, and to cooperate with other personnel within the department to work successfully as a team.
4. An understanding of, and ability to comply with, workplace health and safety requirements.
5. Maintain a high standard of personal cleanliness, hygiene and willingness to comply with uniform requirements.
6. Possess the physical capacity to handle/manoeuvre heavy objects and trollies, conduct cleaning tasks and stand for prolonged periods.

## 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](#).