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## SA Health Job Pack

Job Title	Cook
Eligibility	Open to Everyone
Job Number	778708
Applications Closing Date	17/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Mount Barker District Soldiers' Memorial Hospital
Location	Mount Barker
Classification	WHA5
Job Status	Temporary Part-time position working 16 hours per week up to 30/9/2022, over a 7 day roster
Salary	\$1,068.00 - \$1,079.60 per week (Pro-rata)

## Contact Details

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## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)*

## 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



## ROLE DESCRIPTION

<b>Role Title:</b>	Cook
<b>Classification Code:</b>	WHA5
<b>LHN/ HN/ SAAS/ DHA:</b>	<input checked="" type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / Cluster / RSS</b>	Mt Barker Hospital
<b>Division:</b>	Corporate
<b>Department/Section / Unit/ Ward:</b>	Catering and Cleaning
<b>Role reports to:</b>	MtBarker Services Supervisor
<b>Role Created/ Reviewed Date:</b>	22/06/2020
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Cook is responsible for ensuring that the production and distribution of food service is maintained to appropriate standards in an efficient and effective manner.

The Cook is responsible for the ordering of non imprest food supplies, plating of meals, menu selections and ensuring that quality control of food production is maintained to an acceptable standard.

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### Direct Reports:

Services Assistant WAH2

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### Key Relationships/ Interactions:

Internal

*The Cook is responsible directly to the Services Supervisor on a day to day basis and ultimately responsible to the BHF LHN General Services Manager.*

External

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**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Provide safe quality food to Patients and Residents
- > Ensuring standardised meals and cleaning tasks are same everyday
- > Maintaining Food Safety and Quality standards

**Delegations:**

> NIL

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

**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.

**White Ribbon:**

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.

**Cultural Statement:**

Barossa Hills Fleurieu LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Barossa Hills Fleurieu LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

**Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC)

through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.

- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> <li>&gt; Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li> </ul>
Food preparation	<ul style="list-style-type: none"> <li>&gt; Cook safe, quality food for Patients and Residents</li> <li>&gt; Provide suitable Texture modified food and special diets</li> </ul>
Food Safety	<ul style="list-style-type: none"> <li>&gt; Maintain and comply with all Food Safety records</li> <li>&gt;</li> </ul>
Staff responsibility	<ul style="list-style-type: none"> <li>&gt; Provide oversight of catering staff and cleaning staff</li> <li>&gt;</li> </ul>
Ordering	<ul style="list-style-type: none"> <li>&gt; Liase with suppliers for Food, paper and chemical requirements</li> <li>&gt; Order food, paper, chemical under Standard purchase orders</li> <li>&gt;</li> </ul>
Consumer	<ul style="list-style-type: none"> <li>&gt; Attend Residents meetings as required</li> <li>&gt; Visit Residents and Patients to discuss specialised requirements</li> <li>&gt;</li> </ul>
Training	<ul style="list-style-type: none"> <li>&gt; Provide Food Safety training to Carers if required</li> <li>&gt;</li> </ul>
Site Staff	<ul style="list-style-type: none"> <li>&gt; Liase with Site Leadership, Nursing and Care staff, Facilities staff and Allied Health staff as required</li> <li>&gt;</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Trade qualifications or trade equivalent skills as a Cook

#### **Personal Abilities/Aptitudes/Skills:**

- Proven ability to work well within a team environment.
- Ability to work in various settings and relate to all levels of staff.
- Flexible approach to work and rostering systems.
- Proven ability to meet deadlines and timeframes.
- Ability to allocate, inspect and determine work priorities to ensure the quality and timeliness of work undertaken by employees.
- Excellent interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
- Ability to provide assistance and co-operation to other staff.
- Demonstrated ability to perform under broad guidelines.
- Ability to use discretion and maintain strict confidentiality.

#### **Experience**

- Previous experience in preparing and cooking bulk meals
- Experience in the oversight of staff.
- Experience in preparing and cooking for special dietary requirements.
- Experience in the use of computer packages eg. Microsoft Word, Excel.
- Proven experience in exercising own judgement and initiative in the day to day execution of a position.

#### **Knowledge**

- Sound knowledge of safe working conditions, food storage and correct food handling techniques.
- Knowledge of maintaining employee rosters.
- Knowledge of current Food Safety Standards
- Knowledge of current IDDIS Standards
- An understanding of the spirit of the principles of the Premier's Safety Commitment and the legislative requirements of Risk Management standard, Equal Employment Opportunity and Health, Safety and Welfare legislation.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

Trade certificate in Cooking or equivalent experience

#### **Personal Abilities/Aptitudes/Skills:**



- > Demonstrated manual handling skills.
- > Demonstrated computer skills

**Experience**

- > Previous experience in a health care facility.

**Knowledge**

- >
- > A working knowledge and understanding of infection control procedures.
- > An understanding of the principles of patient and resident care



## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

BHF LHN Services Department commitment is to provide a safe environment and quality food to our community.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**