

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Multiskilled Domestic
Position Number:	504454, 507156
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North – Primary Health Services Flinders Island Multi-Purpose Centre
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Support Services Coordinator
Effective Date:	December 2020
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent

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 and assist in food preparation and cleaning within the Kitchen areas, maintaining a high standard of hygiene.

Assist in the cleaning of allocated areas in accordance with established standards and protocols.

Provide a laundry service in compliance with established standards.

Duties:

1. Assist in the kitchen as required, including the service and delivery of meals and washing of crockery and cutlery.
2. Clean kitchen equipment, floors and walls, and perform scullery tasks as directed.
3. Provide assistance to the cook in the preparation of Meals on Wheels.

4. Clean and maintain all areas of the facility, including floors, walls, windows, bathrooms, toilets and patient areas by dusting, vacuuming, washing, polishing and spot cleaning as required.
5. Clean isolation areas.
6. Undertake Internal window and glass cleaning.
7. Monitor and report to the Support Services Coordinator on the condition of equipment and appliances, documenting any unsafe equipment.
8. Operate and maintain laundry including folding, ironing and cleaning duties.
9. Repair all linen service articles as required.
10. Identify and report any problems associated with the linen service to the Support Services Coordinator.
11. Participate in staff development as required.
12. 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.
13. 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 Multiskilled Domestic is required to work independently with direction and supervision provided by the Support Services Coordinator. The occupant is responsible for:

- Providing assistance in maintaining a high standard of hygiene in all kitchen areas and in the preparation and delivery of meals to patients.
- Correct use of kitchen equipment.
- Maintaining cleaning techniques and associated machinery, disinfectants and detergents to comply with established Hospital standards for accreditation.
- Contributing to a safe working environment, attending training sessions as directed and applying correct lifting techniques.
- Reporting unsafe practices that may endanger patients and staff of the facility.
- Maintaining a high standard of hygiene both personally and environmentally.
- Ensuring linen is processed in an efficient and safe manner within established standards.
- 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. As required by Commonwealth Home Support Program (CHSP), occupants of this role are required to undertake a conviction check assessment every three years.

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.

*As required by the Commonwealth Home Support Program and/or the Aged Care Act, occupants of this role may be required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Knowledge of food preparation, presentation and diets.
2. Demonstrated knowledge and experience in the provisions of cleaning procedures within a health-related environment.
3. Knowledge of the function and use of catering, cleaning and laundry equipment.
4. Basic knowledge of Quality Improvement programs and a commitment to participate in development programs as required.
5. Sound interpersonal and communication skills and a willingness to proactively contribute to teamwork, together with an understanding of the needs and comforts of clients utilising Hospital services and an understanding of the need for good public relations.
6. Ability to work in a team situation on a rostered basis.

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](#).