



## POSITION DESCRIPTION

|                       |                         |                      |   |                      |              |
|-----------------------|-------------------------|----------------------|---|----------------------|--------------|
| <b>Position Title</b> | Food Services Assistant | <b>Employee name</b> | Vacant Position                         | <b>Date</b>          | January 2019 |
| <b>Location</b>       | 29 Timins St<br>Sunbury | <b>Service Unit</b>  | Sunbury Lions<br>Community Aged<br>Care | <b>Time Fraction</b> | Part Time    |

### SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCH is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

#### **Purpose:**

With our communities we build social fabric by supporting people to help themselves and each other.

#### **Values**

##### **It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

##### **Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

##### **We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

##### **We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

|                                    |  |   |  |
|------------------------------------|--|---|--|
| <b>Position reports to</b>         | Director of Nursing/Facility Manager   | <b>Reportable positions</b>                 | Nil  |
| <b>Internal relationships</b>      | All Staff, Residents, Relatives and Volunteers   | <b>External relationships</b>               | <ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Hume City Council</li> <li>• Food safety inspection organisations</li> </ul> |
| <b>Position Summary</b>            | This position is responsible for assisting the Cook in the preparation and delivery of nutritionally balanced meals and drinks to meet the assessed needs of residents of Sunbury Lions Community Aged Care.                                       |   |  |
| <b>Qualifications</b>              | <p>Required:</p> <ul style="list-style-type: none"> <li>• Hygiene for Food Handlers Certificate, Level 1</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Hygiene for Food Handlers, Certificate Levels 1, 2 and 3</li> </ul> |   |  |
| <b>Police Check Required</b>       | Yes  | <b>Working with Children Check Required</b> | No   |
| <b>Victorian Driver's Licence:</b> | No   | <b>Current First-Aid Level II:</b>          | Yes  |
| <b>Award / Agreement</b>           | SLCAC EBA  | <b>Classification</b>                       | FOOD/DOM – Food & Domestic Services  |
| <b>Resource Management</b>         | Nil  | <b>Total staff management (EFT)</b>         | Nil  |

## COMPETENCIES REQUIRED

### Client Service Orientation

- Embrace diversity and actively promote respect for all clients, staff and stakeholders
- Professional presentation, punctuality and reliability
- Actively listen and consider the formal and informal contributions and feedback of residents and staff.

### Community and Stakeholder Engagement

- Ability to build respectful collaborative partnership with staff, residents, representatives and others.
- Commitment to ensure residents are encouraged to make informed choices in respect to all aspects of daily living.

### Self and People Management

- Demonstrated confidence and personal resilience and ability to manage challenging situations
- Ability to work with a high degree of autonomy and as part of a team
- Regularly seeks and uses feedback to identify areas for learning and improvement

### Team Work

- Collaborate effectively with supervisor, peers, staff and volunteers from across SCHC to achieve individual, team and organisational objectives
- Facilitate effective teamwork by providing leadership, support, facilitation of supervision and direction to individual team members and to the team as a whole

### System and Process Development

- Critical thinking and analysis skills
- Promote best practice in service delivery by contributing to the development of service policies and systems

### Planning & Initiative

- Demonstrated capacity to set and achieve goals through planning, organising and implementing in a consultative and cooperative manner

## DUTIES AND RESPONSIBILITIES

- Work within the SLCAC Food Safety Plan Guidelines
- Assist the Cook:
  - with the preparation and cooking of nutritious well-balanced and cost effective meals
  - to monitor individual resident's dietary requirements in collaboration with the Cook/FM/NUM/EEN
  - to ensure the kitchen is cleaned at the end of each shift and kitchen equipment is appropriately maintained
  - to train and develop new staff and volunteers in relation to food handling procedures as required
  - with the preparation of food for other Centre-based activities / functions as required
- Complete all relevant documentation accurately, in an appropriate timeframe as per the SLCAC Food Safety Plan
- Complete mandatory compliance and training activities
- Attend regular staff meetings, relevant operational meetings and staff development day.
- Engage in relevant ongoing professional education, including participation in service education provided by the organisation
- Facilitate continuous improvement
- Support the inclusion of students and volunteers and work with them within a team environment
- In collaboration with Cook, FM and relevant staff, identify suitable equipment and resources to facilitate excellence in food services
- Participate and actively engage in regular supervision
- Promote best practice in service delivery by contributing to the development of relevant work instructions and systems
- Other duties as required to achieve position specific or organisational objectives

The duties as specified above may be altered in accordance with the changing requirements of the position.

In addition to the above there is a requirement to:

1. Attend Staff meetings and professional development sessions.
2. Engage in ongoing professional development and quality improvement activities
3. Participate and actively engage in regular Supervision
4. Other duties as required to achieve position specific or organisational objectives

| KEY SELECTION CRITERIA  |   |
|-------------------------|---|
| <b>Essential</b>        | <ol style="list-style-type: none"> <li>1. Demonstrated commitment to supporting a flexible and creative approach to providing meals to meet cultural and religious dietary requirements, special diet needs and residents preferences</li> <li>2. Demonstrated knowledge of the nutritional requirements of older people</li> <li>3. Willingness to ensure residents meals and drinks preferences are respected and met</li> <li>4. Ability to present meals in a professional and appetising manner</li> <li>5. Demonstrated experience working in Aged Care</li> <li>6. Demonstrated commitment to acting as a positive team player with staff and volunteers</li> <li>7. Demonstrated good communication and interpersonal skills</li> <li>8. Demonstrated understanding of and ability to work within professional boundaries</li> <li>9. Demonstrated ability to facilitate continuous program improvement</li> <li>10. Commitment to upholding resident rights and empowering residents to make informed choices</li> <li>11. Demonstrated knowledge and competency in the use of a computer</li> <li>12. Well developed written and verbal communication skills</li> </ol> |
| <b>Highly Desirable</b> | <ol style="list-style-type: none"> <li>13. Demonstrated experience and knowledge of working with people who have dementia</li> <li>14. Experience with computerised resident assessment and care planning systems such as LeeCare.</li> </ol>   |

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| <b>VARIATIONS TO CONDITIONS OF EMPLOYMENT:</b>   |       |
| These conditions of employment, your duties and your location may be varied during the term of your employment   |       |
| <b>AGREEMENT:</b>  |       |
| I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein. |       |
| Name (please print):   |       |
| Signature:<br>(Incumbent)  | Date: |
| Review Date: 201x or as required   |       |