

Western District Health Service

Position:	Food & Domestic Services Assistant - Casual (PDHS)
Classification:	HA1
Reports To:	General Services Supervisor
Award and Conditions:	Health & Allied Services Award
Minimum Qualifications:	
Academic	Year 11 or equivalent Successful completion of Level 1 Hygiene for Food Handlers' Certificate
Other	Experience, skills and qualifications commensurate for the range of duties to be undertaken

PRIMARY OBJECTIVES:

- Provide casual on-call relief for ad hoc absences in the food and domestic service areas.

DUTIES AND RESPONSIBILITIES:

Food Services

- Plating-up and delivery of meals, assisting in food and vegetable preparation, stripping of food trolley's, dish-washing, servery duties in the cafeteria, cleaning duties and sandwich making.

Environmental Services

- General cleaning duties within CDHS; duties include waste collection, movement of items around the hospital, vacuuming, carpet shampooing, dusting, sweeping and mopping.

General

- Undertake other work and duties in line with the ability and scope of the incumbent of the position to undertake such work.
- Provide an efficient service to clients in accordance with established quality measuring criteria and occupational health and safety guidelines.
- Perform all duties and responsibilities in an efficient, pleasant and timely manner.
- Inspect products and equipment prior to use and ensure equipment, facilities, and furniture are maintained in good working order. Advise management of any items requiring repair and/or maintenance.
- Participate in approved projects and perform other duties as requested.
- Attend staff meetings as may be required from time to time.

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<p><u>2. Maintenance / Hotel Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS	Sign	Date
Divisional Head:		
Department Head:		
Employee:		

Position code: <i>Human Resources Department use only</i>	PDHS_FDSA Cas_JD09
Date revised: <i>Human Resources Department use only</i>	October 2009

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)