



Murray House

POSITION DESCRIPTION

Position Title: GSO/Food Services Assistant

Department: Catering

Responsible To: Catering Officer

ORGANISATIONAL INFORMATION

The organisation is a community owned not-for-profit aged care facility that is overseen by a voluntary Board of Directors. The facility has the capacity to house 65 residents who have chosen to make it their home and live in private and comfortable accommodation.

PRIMARY RESPONSIBILITIES

The Food Services Assistant under the supervision of the Catering Officer will be expected to work in accordance with the philosophy and objectives of the facility to provide a food service to our residents that meets their nutritional and social requirements.

SPECIFIC DUTIES

- Assist with the preparation and plating of all meals.
- Assist with the cleaning of food preparation and consumption areas and cooking equipment and utensils.
- Serving and delivery of meals.
- Assist with maintaining a clean and hygienic workplace.
- Perform tasks as required by the Catering Officer.
- Liaise with the public in a professional and efficient manner.
- Participate in ongoing review, development and implementation of Murray House action plans and strategies.
- Work to policies and procedures.

COMMUNICATION / INTERPERSONAL SKILLS

- Establish and maintain effective communication with residents, their relatives and friends to ensure the resident's physical and emotional well-being is not jeopardized.
- Establish and maintain effective communication and relations with other staff to maintain and promote a comfortable, homely and happy atmosphere for residents.
- Participate in in-service training and betterment programmes.

WORK HEALTH & SAFETY

- Ensure that work is carried out in accordance with WH&S requirements and standards, in order to prevent work-related injuries and illnesses.
- Work in a manner which does not wilfully or negligently place at risk the health or safety of any person including self, nor recklessly interfere with or misuse any item which has been provided in the interests of improving WH&S.
- Comply with all reasonable instructions and procedures and use such equipment, protective clothing and other items provided by their employer in the interests of employee health and safety.
- Report to the Catering Officer/Care Manager any potential situation which the employee feels may constitute a hazard to the health and safety of employees, resident or visitors.
- Report to the Catering Officer/Care Manager any workplace incident, accident or other occurrence which has happened, and complete the necessary WH&S reporting documentation.

INFECTION CONTROL

- Maintain an environment that precludes the spread of infection from resident to staff, from staff to resident, and from resident to resident.
- The consistent use of blood and body substance precautions with additional precautions introduced when required, must form the basis of all resident care.
- Protective apparel supplied by the organisation must be used to minimise exposure to infectious agents.

CONTINUOUS QUALITY IMPROVEMENT (CQI)

- Participate in the C.Q.I. Programs of the organisation.
- Participate in corrective measures to overcome problems.
- Participate in C.Q.I. Education.

QUALIFICATIONS & EXPERIENCE

- Demonstrated Kitchen Hand experience.
- Food Handling Certificate applicable to aged care (mandatory).

CORE ATTRIBUTES

- Commitment to be a team player in a team environment.
- Be able to respond appropriately to residents with physical and cognitive disabilities.
- Commitment to ensuring the food safety plan and accreditation standards are followed.
- Commitment to ensuring all food services requirements are fulfilled effectively and efficiently.
- Physical ability to undertake manual handling duties as indicated in this position description. Including but not limited to pushing trolley's, reaching overhead, pulling, twisting, lifting up to 10kgs, standing for long periods of time, working over a sink and repetitive manual handling duties.
- Commitment to assist in development and maintenance of Food Services Policies and Procedures.

PERFORMANCE APPRAISAL

Performance appraisals shall be carried out using the approved system of assessment three (3) months after the commencement date. Further appraisals shall be done annually and when required.

MURRAY HOUSE CARE IS AN EQUAL OPPORTUNITY EMPLOYER

This document forms part of the Contract of Employment.