**Food and Domestic Assistant**

**Position Objective**

To perform food service, cleaning and housekeeping duties within Corryong Health.

**Reporting**

This position reports to Hospitality Services Manager

This position has the following direct reports: Nil

**Primary Roles and Responsibilities**

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| --- | --- |
| Requirements | To provide high quality food service and cleaning to meet both client expectations and Victorian government cleaning and food safety standards. |
| Efficient, Effective, Safe Service Delivery | Comply with organisation processes in carrying out:1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited.
2. Timely and accurate completion of data relating to service delivery.
3. Reporting of outcomes / deliverables in line with funding agreements.
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| Professional Conduct | In your position, you are responsible for:1. The interchange and management of communication with internal and external stakeholders.
2. Compliance with organisational code of conduct.
3. Compliance with organisational policies and procedures, including infection control and confidentiality.
4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination.
5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline.
6. Behaving in a professionally responsible and accountable manner at all times.
7. Compliance with Agency mandatory training Policy.

Flexibility in working role related to changing job requirements including:1. Willingness to take on activities or tasks that may fall outside of regular duties
2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager
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| Immunisation Requirements | As per the Immunisation of Health Care Workers Procedure.Table 1 Risk Assessment Categories for Health Care Worker’s. Staff Category AVaccinate For:1. Diphtheria/Tetanus/Pertussis
2. Poliomyelitis
3. Measles/Mumps/Rubella if born since 1966 – 2 doses
4. Hepatitis A
5. Hepatitis B
6. Varicella (chicken pox)
7. Influenza (offer yearly)
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**Selection criteria**

**Essential**

1. To be considered for this position you must be an Australian Citizen or Permanent Resident, or have a relevant visa allowing you to live and work in Australia with no restrictions.  Corryong Health does not undertake visa sponsorship for this role.
2. Current certificate of food safety level 1 or equivalent. Or willingness to obtain prior to employment.
3. Ability to work to a high standard with minimal supervision and commitment to work as part of a team.
4. Good interpersonal skills, with a friendly manner when dealing with public and other staff members.
5. Knowledge of good personal hygiene standards.
6. Willingness to work weekends and variable shifts as required.
7. Willingness to undertake a mandatory police records check prior to commencement.

**Desirable**

1. Experience within the hospitality industry
2. Experience within the health industry
3. Basic Microsoft Office Suite Skills.

**Additional Information**

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| --- | --- |
| Salary Package | Commensurate with qualifications and experienceSalary Packaging AvailableEmployer Contribution to superannuation 9.5%Annual Leave Loading 17.5% |
| Hours | As per contract |
| Location | This position is based in Corryong |
| Criminal History Check | All final applicants for this position will be asked to provide a criminal record check and a working with children check (where applicable). |
| ANZSCO  | 43 / 811411 |
| Award / Agreement | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise 2016-2020 |
| Award / Agreement Pay Code | HA1 |

I the undersigned agree to the conditions of this position description.

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Signature

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Employees Name (Printed please)