



<b>POSITION DESCRIPTION</b>	<b>FOOD SERVICES ASSISTANT</b>	<b>PD No:</b>
<b>PURPOSE</b>	The Food Services Assistant contributes to the provision of a variety of quality food and beverages to meet residents' individual needs and enjoyment of food	
<b>KEY SELECTION CRITERIA</b>	<b>Essential:</b> 1. Basic Food Handling Course 2. Experience in kitchen work <b>Desirable:</b> 3. Experience in residential aged care food services	
<b>CONDITIONS OF EMPLOYMENT</b>	According to the Aged Care Award 2014, Karingal Seymour Enterprise Agreement and Contract of Employment	
<b>PHYSICAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Walk / Stand 75 - 100 % of the time</li> <li>• Bend, squat up to 25% of the time</li> <li>• Push trolleys up to 10 - 20 % of the time</li> <li>• Lifting and stretching during food preparation and cleaning for example; lifting crockery, cutlery, washing dishes, mopping 30% of the time</li> </ul>	
<b>RESPONSIBLE TO</b>	Chef	
<b>MAIN TASKS</b>	<ul style="list-style-type: none"> <li>• Preparation, serving, presentation, collection and delivery of food and beverages in accordance with the Food Safety Program (FSP), individual resident's needs and preferences and Duty Statements</li> <li>• Washing dishes and cleaning according to the FSP</li> <li>• Assist with monitoring and recording requirements of FSP, e.g. record temperatures, sign-off cleaning schedules, documenting receipt of goods</li> <li>• Contribute to menu planning to meet resident needs and preferences</li> </ul>	
<b>REPORTING REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Reports to the Chef any concerns related to the FSP</li> <li>• Reports to the Nurse in Charge any concerns related to residents</li> </ul>	
<b>PERFORMANCE APPRAISAL</b>	3 monthly, then annually by Chef or, as requested by employer or employee.	
<b>Key Result Area</b>	<b>Performance Criteria</b>	<b>Monitoring Process/es</b>
<b>PROFESSIONAL CONDUCT</b>	<ol style="list-style-type: none"> <li>1. Utilises effective time management to promote efficiency across all operations.</li> <li>2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff.</li> <li>3. Strict confidentiality is maintained in accordance with Karingal's Policies &amp; procedures.</li> <li>4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks.</li> </ol>	<ul style="list-style-type: none"> <li>•</li> </ul>



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<b>SAFETY</b>	<ol style="list-style-type: none"> <li>1. Participates in the risk management program and contributes to a healthy &amp; safe work environment.</li> <li>2. Reports immediately any equipment or situation with potential to be OHS issue.</li> <li>3. Participates in problem solving processes to resolve health and safety issues.</li> <li>4. Reports immediately any suspected elder abuse according to policies and procedures.</li> </ol>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Incident Reporting Process</li> <li>• Coaching by Manager</li> </ul>	
<b>QUALITY IMPROVEMENT</b>	<ol style="list-style-type: none"> <li>1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role.</li> <li>2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings &amp; ongoing education, reviewing procedures, evaluating new products and equipment.</li> </ol>	<ul style="list-style-type: none"> <li>• Quality Activity Reports</li> <li>• Meeting Minutes</li> </ul>	
<b>KNOWLEDGE &amp; SKILLS</b>	<ol style="list-style-type: none"> <li>1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins &amp; emails.</li> <li>2. Training objectives completed to ensure ongoing skills &amp; knowledge development.</li> </ol>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>MEALS AND REFRESHMENTS</b>	<ol style="list-style-type: none"> <li>1. Prepares, serves, presents and delivers food and beverages in accordance with the Food Safety Program (FSP), individual resident's needs and preferences and Duty Statements</li> <li>2. Participates in menu planning</li> </ol>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Performance Appraisal</li> </ul>	
<b>FOOD SAFETY PROGRAM</b>	<ol style="list-style-type: none"> <li>1.1 Completes cleaning duties according to the Food Safety Program and Duty Statements</li> <li>1.2 Assists with the monitoring and recording requirements of the Food Safety Program for example, recording temperatures, signing the cleaning schedule when cleaning is completed, documenting the receipt of goods</li> </ol>	<ul style="list-style-type: none"> <li>• Performance Appraisal</li> </ul>	