



POSITION DESCRIPTION

Lutheran Community Care

Position:	Hotel Services Worker	Service:	St Paul's Lutheran Aged Care Village
Department:	Aged Care	Revised:	December 2016
Conditions:	LCC Aged Care Service Enterprise Agreement 2013 Support Worker Entry Level / Level 1		

Purpose of the Role

To contribute to the hotel services team resulting in a high-quality service to residents.

Operating Environment

This position is located in Caboolture at St Paul's Lutheran Aged Care Village of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

St Paul's Lutheran Aged Care Village

St Paul's is a 61 bed facility established in 1993 that offers an 'Ageing in Place' program for residents with 37 independent living units on site.

Reporting Relationships

The Hotel Services Worker reports to Chef and also takes direction from the Cook and Maintenance Team Leader.

Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Maintain the cleanliness and tidiness of the interior of the service as directed;
- Contribute to the preparation of a quality meal service;
- Deliver the resident meal service;
- Collect, clean, fold and distribute linen and residents clothing;
- Monitor supplies of cleaning chemicals and equipment as required;
- Communicate effectively with co-workers, residents and other stakeholders.

Qualifications and Experience

The incumbent will possess previous experience in commercial catering, laundry and / or cleaning including the use of chemicals and cleaning equipment. This position requires an understanding of the customer focus in hotel services. The incumbent must maintain a Positive Federal Police check.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.