

## POSITION DESCRIPTION

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<b>Position Title:</b>	Food Services Assistant/Quality Assurance
<b>Reports To:</b>	Food Services Manager and Senior Cook
<b>Liaises With:</b>	Residential Site Manager, Care Managers, Shift Supervisors and direct Care Staff at Ron Conn and Satellite units.
<b>Location:</b>	Ron Conn Nursing Home 33 Westminster Drive, Avondale Heights
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Casual

### **Program Description:**

The central production unit at the Ron Conn Nursing Home is a facility specifically designed to provide a high quality food and nutritional service for Nursing Home and Hostel Residents within the organisation.

The objectives of the position are to:

- Assist with the preparation, cooking (light cooking or rethermalising of menu items may be necessary), delivery and service of appetising nutritious meals for residents and staff.
- Operate within the framework of the food services program and the accreditation standards within the Residential Aged Care Act.
- Assists the Food Services Team to ensure to that the food services program complies with the food safety act.
- Transport meals to other Wintringham facilities

### **Responsibilities/Duties:**

- Assist in preparation, cooking (as defined above), storage, delivery and service of an appetising, nutritious meals service.
- The making of sandwiches, salads and garnishing of meals as directed.
- The preparation of and serving of morning and afternoon teas as required.
- The preparation of and the serving of vitamised and special supplement meals as required.
- Responsible for the safe receipt, handling and storage of provisions and equipment used by the Food Services Program..



## POSITION DESCRIPTION

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- Operate and assist in the review of the food safety program to ensure that food is handled in a manner that is safe, appropriate and complies with the relevant legislation.
- Ensure all meals produced are of a good visual and nutritional standard in quantities appropriate with residents needs.
- Ensure all special diets are correct in content.
- Be aware of and work within the framework of appropriate portion control protocols and waste management.
- Transport meals to other Wintringham facilities in the transport van.
- Maintain a good productive relationship with key stakeholders.
- Participate in a professional development, food services specific training plan that reflects the goals and objectives of the organisation.
- Assist in the development, review and maintenance of standard recipes for each menu item.
- Ensure that all cook-chill procedures, practices and record keeping comply with the cook-chill guidelines and the food safety act.
- Operate, and assist in the review of the production cycle.
- Assist in the development of and be responsible for the compliance of service agreements for each supplier.
- Assist in the development of and the operation of the cleaning program and perform cleaning duties/Washing-up as directed.
- Participate in OH&S and risk managements programs.
- Assist in the development of and establish a standard operational manual that comprehensively details every aspect of the service.

### Health & Safety Responsibilities

As a Wintringham employee you have the following responsibilities under the OHS Act 2004

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004

### Qualifications:

#### Mandatory

- Current drivers licence (to drive a automatic transport van)
- Food handling certificate level 1.



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### Skills/Experience:

#### **Essential**

- Well developed communication skills.
- The ability to respond flexibly to changes in the environment.
- Friendly, helpful, non-judgmental attitude.
- Ability to liase with all levels of management, staff and residents.
- Well developed organisational skills, the ability to prioritise duties and time management.
- Ability to work as a team player.

*Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.*

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

