
POSITION DESCRIPTION

Name:	
Position Title:	Catering Assistant- Food Preparation
Location:	Mater Misericordiae Hospital – Mackay
Position Reports To:	Catering services Coordinator
Agreement:	Mercy Health and Aged Care Central Queensland Limited – Hospitality and Services – Union Collective Agreement 2007-2012
Classification:	Level 1
Uniform:	Full uniform as prescribed in Hospital Policy

1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values

The Catering Assistant will undertake a commitment to the Mission, Philosophy and Objectives of Mercy Health and Aged Care Central Queensland Limited (“MH&ACCQL”) and endeavour to promote the organisation’s ethos and values in all actions and activities related to their position.

2.0 Position Statement

The Catering Assistant will contribute in the preparation, assembly and delivery of patient meals.

3.0 Key Effectiveness Areas

- 3.01 Mission and Values
- 3.02 Catering Services
- 3.03 Other Duties

4.0 Key Position Responsibilities

4.1 Mission and Values

- Promote the Mission and Values of Mercy Health and Aged Care Central Queensland Limited through positive example;
- Participate in Mercy celebration and traditions;
- Attend and facilitate attendance of staff to mandatory annual Mission in-service; and
- Adhere to and promote the ethos and standards expressed in the Pocketbook of Excellence and Integrity in the Workplace handbooks.

4.2 Catering Services

- Regenerate and/or heat required food in accordance with food safety principles, Hospital Policy and Procedure and manufacturer guidelines;
- Ensure all food is stored in accordance with food safety guidelines and Hospital policy and procedure;
- Prepare and deliver food for functions when required;
- Orientate employees to the food preparation areas and practices of the food services as required;
- Work on the tray assembly lines when required;

- Prepare and clear function rooms as required;
- Assist in the Hospital Cafeteria as required;
- Accept and respond to telephone requests for meals and beverages to patient care areas as soon as possible; and
- Ensure all any equipment is utilised in accordance with manufacturer requirements and faults are reported in a timely manner.

4.3 **Other Duties**

- Participate in meetings and other hospital forums as required;
- Undertake a preceptor role if designated to coach other members of staff, new or otherwise;
- Accept, adhere and promote Workplace Health and Safety requirements, appropriate standards and risk management guidelines to ensure health and safety obligations are met to maintain a safe working environment;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Participate in in-service programmes to assist in personal development and to satisfy the objectives of the organisation;
- Accept individual responsibility and accountability for own performance and professional development, particularly in regard to food hygiene principles, practices and legislation;
- Act as a professional role model for other hospital personnel;
- Accept and adhere to all policies and procedures of the Hospital and organisation; and
- Undertake other duties as directed by the Catering Services Coordinator or other designated authority.

5.0 **Qualifications and Experience**

Essential

- 5.1 Knowledge of current food hygiene principles, practices and legislation; and
- 5.2 Basic food preparation knowledge and experience.

Desired

- 5.3 Experience in a health care or hotel services environment;
- 5.4 Food Hygiene certificate for the Health and Community Services Industry; and
- 5.5 Certificate II in Hospitality (Kitchen Operations) or equivalent thereof.

6.0 **Key Performance Indicators**

No.	Indicator	Benchmark	Instrument	Frequency	KPR
KP01	Mission in-service delivery and attendance	100%	Staff Education Calendar and Attendance Register	Annually	4.1

The above stated measurements are not exhaustive but act to provide minimum indicators of how performance will be assessed. It is at the discretion of the

Catering services Coordinator as to what further benchmarks are appropriate and acceptable.

7.0 Approval

<p>Approved by:</p> <p>_____</p> <p>Raelene Cousins DIRECTOR OF FINANCE AND GENERAL SERVICES</p> <p>DATE: ____ / ____ / ____</p>	<p>Accepted by:</p> <p>_____</p> <p>"(Employee Name)"</p> <p>DATE: ____ / ____ / ____</p>	<p>Created: June 2008 Reviewed: August 2009</p>
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