

# *Lilliane Brady Village*

<b>POSITION SPECIFICATION AND DESCRIPTION</b>		
<b>KITCHEN HAND</b>		
<b>HR 10f</b>		
Authorised by: Cobar Shire Council	Authorised on: 16 <sup>th</sup> October 2002	No of Pages: 3

**Title:** Kitchen Hand

Care Service Employee – Grade 1

**Qualifications:**

**Essential:** Previous Experience in Food Handling

**Desirable:** Certificate II in Community Services (Aged Care Work)

Certificate in Food Safety

Previous experience in delivery of food services to “Vulnerable Population”

Good understanding of HACCP Principles

**Responsible for:** The preparation and delivery of meals at the Lilliane Brady Village.

Completion of scheduled cleaning duties in the Kitchen

Compliance with the Food Safety Program for “Vulnerable Population”

Work within HACCP guidelines

Participation in Continuous Improvement Activities

Participate in auditing of all kitchen activities to ensure compliance with NSW Food Authority legislative requirements.

**Responsible to:** Through the Cook to the Director of Nursing.

**Hours of work:** As per letter of appointment.

**Award:** Local Government, Aged, Disability and Home Care (State) Award

*The Lilliane Brady Village acknowledges the contribution made by all staff in achieving the Lilliane Brady Village's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:*

## **1. Work within the Mission and Philosophy of the Organisation**

- 1.1 Work within the stated mission statement, vision and objectives of the Lilliane Brady Village.
- 1.2 Promote and articulate the role and function of the Lilliane Brady Village with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according to the Lilliane Brady Village's policy, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

## **2. Work with Colleagues**

- 2.1 Work cooperatively as a team member.
- 2.2 Work within the level of skill and knowledge and seek assistance from a registered nurse or colleagues as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each other's integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Support new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

## **3. Demonstrate a Commitment to Training and Development**

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant inservice and education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with the Lilliane Brady Village's policy.

#### **4. Work within the Work Health and Safety Policy and Protocols of the Lilliane Brady Village**

*The Lilliane Brady Village has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.*

- 4.1 Perform work activities and functions in a manner, which promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with *the* Lilliane Brady Village's policy and protocol.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Follow organisational guidelines for safe manual handling.
- 4.5 Select and use appropriate equipment according to the Lilliane Brady Village's policy and procedures.
- 4.6 Apply Standard Precautions according to the Lilliane Brady Village's policy and procedures.
- 4.7 Use and store cleaning agents/chemicals in accordance with relevant Material Safety Data information.
- 4.8 Attend compulsory fire safety lectures and evacuation drills.

#### **5. Undertake Catering Activities to Meet the Service Needs of the Lilliane Brady Village**

- 5.1 Assist in the preparation of meals under the supervision of the Cook.
- 5.2 Set trays and/or tables attractively with residents' correct crockery and cutlery.
- 5.3 Plate and deliver meals to residents' in accordance with each resident's identified abilities and preferences.
- 5.4 Maintain hygiene and cleanliness of food storage, preparation and service areas in accordance with the Lilliane Brady Village's policy and protocols.
- 5.5 Dispose of waste in accordance with organisational policy and protocol.
- 5.6 Use and maintain catering equipment in accordance with manufacturers' instructions.
- 5.7 Undertake cleaning activities of the kitchen and dining areas and associated equipment in accordance with the Lilliane Brady Village's cleaning schedule.