

YASS VALLEY AGED CARE JOB DESCRIPTION



POSITION: Kitchen/Dining Room Attendant

RESPONSIBLE TO: The Chief Executive Officer (CEO) through the RN in charge

HOURS: As rostered

RESPONSIBILITIES AND DUTIES:

1. The provision of quality food service to the residents of Yass Valley Aged Care.
2. The delivery of food to residents in the dining rooms.
3. The setting up of trays for food service to residents not eating in the dining room.
4. The clearing of tables and trays and the resetting of trays for the following meal.
5. The loading and unloading of the dishwasher.
6. The reporting of any faults or mechanical breakdowns to the cook immediately.
7. To adhere to all Yass Valley Aged Care regulations regarding dress and infection control measures, including wearing a hairnet at all times when in kitchen.
To understand all fire and safety policies and procedures.
8. To perform all duties in a quiet and efficient manner, respecting the rights to privacy and dignity of all residents.
9. To attend staff meetings and in-service education sessions.

WHS (Work Health Safety) RESPONSIBILITIES:

1. To have a duty to take all the care for which they are capable of for their own health and safety and others affected by their actions at work.
2. To comply with safety procedures and directions agreed to between management and employees.
3. To not willingly interfere with or misuse items of facilities provided for employees in the interest of their health, safety and welfare.
4. To agreed with and acknowledge procedures for accident and incident reporting, Mandatory report requirements and to report potential or actual workplace hazards to the elected WHS representative.

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CONDITIONS OF EMPLOYMENT

HOURS OF DUTY: By mutual agreement.

WAGES: Paid fortnightly by direct transfer to an account nominated by the employee.

UNIFORMS: A uniform allowance is paid as provided for in the Aged Care General Services (State) Award. Uniform and name badge can be arranged through the office and must be worn when received; navy blue enclosed shoes.

QUALIFICATIONS:

Essential: Empathy with, and respect for, older and disabled persons.
Thorough knowledge of the correct handling and presentation of food.
Recent experience in this field.

All staff are required to be familiar with and embrace the Mission and Vision Statement of Yass Valley Aged Care, to be committed to the ideals of Continuous Improvement (CI) and be prepared to actively participate in our CI program.

It is also a requirement that all staff be familiar with the content of the Policy and Procedure Manuals and attend Mandatory fire lectures and other lectures deemed to be Mandatory or Compulsory when arranged.

In reading and signing this Job Description, I understand and acknowledge its contents

Employee's Name

Employee's Signature

Date

Witness Name

Witness Signature

Date