



Position Description – Hotel Services Assistant

Management HR

Vision: A Healthy Community in the Edenhope District

Mission: To competently care for our community with best practice health services

To model best practice rural health care in Australia from a robust foundation primed for growth.

To embrace innovation in all aspects of our work

Values:

<u>Respect</u> For patients For staff For community	<u>Pride</u> In our work In our facility In our people	<u>Excellence</u> In health services In Administration In Governance	<u>Accountability</u> For quality and Sustainability
--	---	---	--

Position: HOTEL SERVICES ASSISTANT

Award: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2011-2015.

Classification: HA1 – Food & Domestic Assistant

Responsible To: Chef Grade D (Kitchen Duties)
General Services Manager (Cleaning and Laundry Duties)

Staff reporting to this position: Nil

Hours of Work: Varies according to shift

Qualifications: Nil Mandatory

Classification Description:

1. Works within established routines, methods and procedures;
2. Has minimal responsibility, accountability or discretion;
3. Works under direct supervision, either individually or in a team; and
4. No previous experience or training is required.

Responsibilities:

Food Services:

Basic food preparation; the cooking of basic meals; cleaning of food preparation and consumption areas, cooking equipment and utensils and the serving and delivery of meals.

Cleaning Services

General cleaning duties in clinical and non-clinical areas. Duties include waste collection, vacuuming, dusting, carpet cleaning, sweeping, mopping and scrubbing, cleaning windows and bathrooms. delivering meals to patients and general equipment cleaning.

To be aware of dilution rates for cleaning materials and to use strict economy.

Laundry Services

Laundry duties include sorting soiled linen, washing, drying, ironing, folding, special processes, packing, dispatch and cleaning.

Selection Criteria:

Demonstrated capacity to communicate effectively with others.

Demonstrated ability to work in a team environment

Previous experience in a similar field

Proven ability to follow work practices and procedures

Demonstrate a commitment to providing great customer service

Additional Conditions:

In accordance with current legislation the employee must undertake a police check with ongoing employment dependent on a satisfactory check.

Works in accordance with all hospital Policies and Procedures including but not limited to: HR polices, Privacy and Confidentiality, Infection Control, Continuous Improvement, Occupational Health and Safety and Risk Management.

Agreement:

I have read, understood and agree to comply with this position description for Hotel Services Assistant.

Employees Name.....

Employees Signature.....

Date / /

Executive Managers Name.....

Executive Managers Signature.....

Date / /

A copy is to be provided to the employee.

Copy provided by.....

Date / /