



Position Description: Food & Services Assistant	
Employment basis	Casual or Part Time
Position reports to	Hospitality Coordinator
Team	Residential Services
Date	January 2017
ORGANISATIONAL CONTEXT:	
<p>SAAS is a not-for-profit organisation providing integrated residential and community care support services.</p> <p>The Samarinda range of services includes:</p> <ul style="list-style-type: none">• Samarinda Lodge: providing residential aged care and flexible respite care to up to 90 care recipients• Elsie Salter House: providing day respite programs for up to 12 care recipients with memory loss or dementia• Community@296: providing a meals on wheels service, social support, supported excursions, and activity groups to over 300 service users• “The Ashy” Op shop: providing fundraising revenue for SAAS <p>The Executive team provides strategic direction and leadership to enable the organisation to meet their business goals.</p>	
VISION AND VALUES	
<p>Our vision is that every older local deserves to remain connected, engaged and valued in the community they know and love</p> <p>Values:</p> <ul style="list-style-type: none">• Family- A universal enduring value that is held dear to all stakeholders encouraging inclusiveness respecting, welcoming and celebrating differences.• Giving - Making the world a better place, by sharing what we have with others, not just financial in nature but also time, skills, experience and unique qualities. The reward is in the giving.• Partnership - Fostering and developing our association in a spirit of co-operation with our colleagues, associates and service providers, in the industry.• Innovation - We are continually striving to gain and apply knowledge to achieve additional value to our organisation and create a better and more effective environment for our stakeholders	
POSITION KEY ACCOUNTABILITIES:	
<p>The Food Services Assistant is responsible for the delivery and serving of meals and beverages to the residents and training centre as well as dishwashing and kitchen cleaning services.</p> <ul style="list-style-type: none">▪ To prepare and deliver the breakfast, evening meal or other as requested under the direction of the cook.▪ To assist the cook in the kitchen as required.▪ To be responsible for the cleanliness of the kitchen and equipment.▪ To work within the guidelines of the Food Safety Program▪ Maintain a clean tidy work area▪ Efficiently use, maintain and take proper care of resident and facility equipment▪ Report maintenance requirements promptly	



- Report all incidents appropriately

2. KEY RESPONSIBILITY AREAS (Cont'd)

- Maintain harmonious relationships with other staff.
- Maintain privacy and confidentiality of resident, staff and facility information
- Ensure all duties are carried out in accordance with established policies and procedures of Samarinda Lodge.
- Maintain current knowledge and skills to implement and maintain Samarinda's systems, processes, policies and procedures
- Participate in development, revision and implementation of policies and procedures related to the provision of catering services.
- Participate in and contribute to continuous improvement
- Participate in audits as required
- Maintain skills competency as required
- Contribute to the orientation of new staff to the Facility.
- Lead, work with and mentor students when requested.
- Other duties as required

SKILLS & EXPERIENCE:

<p>Qualifications: Minimum technical or professional qualifications required to competently perform role</p>	<p>Certificate 3 in Aged Care or equivalent is required</p> <ul style="list-style-type: none"> ▪ Basic fluency in written and spoken English
<p>Knowledge & experience: Industry, knowledge or experience required to competently perform role</p>	<ul style="list-style-type: none"> • Knowledge of Aged Care Standards • Knowledge of the Privacy Act • Basic computer skills
<p>Personal competencies: What skills and behaviours are required to competently perform role</p>	<ul style="list-style-type: none"> ▪ An ability to plan work day and work without direct supervision ▪ A good working knowledge of all aspects of the personal care needs of older people. ▪ Well developed interpersonal skills ▪ Ability to gain the confidence and co-operation of residents with various levels of functioning and from a range of backgrounds ▪ Ability to work as part of the team ▪ Ability to maintain a courteous and caring manner at all times



WORKING RELATIONSHIPS:	
Key internal working relationships:	
<ul style="list-style-type: none">• Clinical and Hospitality Staff• Residents	
Key external working relationships:	
N/A	

WORKING CONDITIONS	
Physical requirements	<ul style="list-style-type: none">•
Mandatory conditions	<ul style="list-style-type: none">• Satisfactory Police Clearance Check

AGREEMENT		
I have read and understood the requirements of this role as outlined in this position description.		
Name:		
Signature:		Date:

NB: Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not intended to be interpreted as being all inclusive.