

POSITION DESCRIPTION

Carinya Home for the Aged



POSITION:	Dining Services
LOCATION:	Hospitality Services
REPORTS TO:	Hospitality Services Coordinator
AGREEMENT / AWARD:	Carinya Home for the Aged – Support Services Agreement
HOURS OF WORK:	Permanent Part-Time / Casual - Variable Hours Per Fortnight

CARINYA HOME FOR THE AGED

Carinya Home for the Aged provides lifestyle options for those who are frail in a supportive and caring environment. Through our commitment to provide professional quality services to our residents, we employ people who share our values of quality care, dignity, integrity and compassion.

The Carinya Way

A social model of care, building a community based on inclusiveness, maximising one's potential with purposeful interactions to enable Residents to continue to lead remarkable lives.

1 POSITION OBJECTIVES

The primary purpose of this position is to serve food and beverages to Residents in accordance with set menus and maintain Kitchen / Dining Room areas. The delivery of quality dietary and catering services to Residents is essential to meet the needs and / or specific requirements of the Residents in alignment with the Facilities standards maintaining safe and hygienic practices.

2 KEY RESPONSIBILITIES

- Provision of food and beverages to Residents
- Delivery of quality dietary and catering services to Residents
- Ability to ensure relevant equipment is cleaned and maintained
- Promote and maintain a safe working environment
- Demonstrated experience maintaining safe and hygienic work practices
- Capability to follow required routines and processes for cleaning practices
 - Breakfast Set Up – Hot & Cold
 - Beverage Preparation – Hot & Cold
 - Drink Preparation - Texture Modified
 - Resident Meals – Serve & Deliver to Resident Rooms
 - Resident Care Dietary Plans – Follow at all times
 - Food Preparation – Texture Modified
 - Dishes & cutlery – Collect from Dining Room & waste trolley
 - Utensils / dishes - Wash & clean, ensure appropriate storage
 - Scullery benches & waste trolley - Sanitise
 - Rubbish Bins – Empty & replace waste bags
 - Restock paper towels & handwash, clean handbasins
 - Servery, Scullery & Dining Room - Vacuum & Mop utilising correct colour mops
 - Toast & heat simple food items
 - Laundry – Servery Linen in appropriate area
 - Food Items – Correct storage

3 CAPABILITY REQUIREMENTS

COMPETENCY

- Ability to follow required routines, policies and procedures
- Communication skills to work effectively with the Hospitality Team, Staff, Residents & their families
- Ensure confidentiality of information concerning Residents and the Facility
- Commitment to Carinya Home for the Aged Care Quality Standards to improve our service

KNOWLEDGE/SKILLS

- Ability in decision making, problem solving and prioritise tasks to meet required timeframes
- Demonstrated skills to learn new tasks / processes utilising feedback for improvement
- Proven capacity to contribute as a committed team member to achieve goals
- Skills in working as positive team member & liaison with other Staff
- Ability to identify and communicate any issues to team members and supervisors
- Knowledge of Workplace Health and Safety, EEO, Anti-discrimination and privacy obligations.

QUALIFICATIONS

- Minimum of 3 years' experience in a Dining services is desirable but not essential
- Certificate II / III – Hospitality is desirable
- Demonstrated knowledge and continuous training / improvement in Food Safety Regulations
- Previous experience in an Aged Care Facility is desirable but not essential

OTHER REQUIREMENTS

- Federal Police Check
- Influenza Vaccination
- Covid-19 Vaccination

4 ORGANISATIONAL RELATIONSHIPS

IMMEDIATE SUPERVISOR OF POSITION

- Hospitality Services Coordinator

OTHER

- Residents & Families
- Hospitality Services Team
- Carinya Staff

5 PERFORMANCE APPRAISAL

- A Performance Appraisal (PA) detailing the outcomes of this position is utilised during the course of employment and is reviewed with the immediate supervisor of this role involving a three (3) and six (6) month appraisal then annually as part of the Carinya Home for the Aged Performance Management System.

This Position Description describes the selected range of tasks and responsibilities for this position. This list is not intended to be exhaustive and other tasks may be assigned from time to time by the Chief Executive Officer or Director of Care to meet the requirements of the organisation.

Supervisor: Hospitality Services Coordinator

Date Issued: 22 November 2023

Occupant: TBA

Employee Signature

Date: _____

Approved By: Thor Bouttell
Hospitality Services Coordinator

Manager Signature

Date: _____