

POSITION DESCRIPTION

Carinya Home for the Aged



POSITION:	Wellness Centre Assistant
LOCATION:	Wellness Centre
REPORTS TO:	Hospitality Services Coordinator
AGREEMENT / AWARD:	Carinya Home for the Aged – Support Enterprise Agreement
HOURS OF WORK	Part-Time / Casual

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 OBJECTIVE

The primary purpose of this position is to coordinate the Wellness Centre Servery functions to prepare and serve food and beverages and to maintain the servery cleanliness and stock levels.

2 KEY RESPONSIBILITIES

- Coordinate the daily operational functions of the Wellness Centre Servery
- Order adequate consumables as required for the day-to-day functions of the Servery
- Prepare morning tea including food and beverages for Residents for service by Volunteers and Activities team members
- Coordinate purchases of beverages and pre-prepared food
- Maintain the cleanliness of the Servery to ensure it is clean and tidy at all times
- Assist with Resident incidents, transfers and toilet assistance as required
- Assist with leisure activities as required

3 CAPABILITY REQUIREMENTS

COMPETENCY

- Motivated self-starter with the ability to clean and maintain the Wellness Centre Servery
- Possess a positive, friendly attitude with the flexibility to complete tasks as required
- Ensure the emphasis is on our Residents and their requirements
- Ability to follow required routines, policies and procedures
- Effective communication skills to work effectively in a team environment
- Ensure confidentiality of information
- Commitment to maintain quality standards using best practice in service delivery processes.

KNOWLEDGE/SKILLS

- Ability in decision making, problem solving and prioritise tasks to meet required timeframes
- Skills in working as positive team member & liaison with other Staff
- Knowledge of Workplace Health and Safety, EEO, Anti-discrimination and privacy obligations.

QUALIFICATIONS

- Previous experience in Hospitality / Carer will be highly regarded
- Basic computer knowledge

- Federal Police Check
- Current influenza and COVID 19 Vaccinations

4 ORGANISATIONAL RELATIONSHIPS

IMMEDIATE SUPERVISOR

- Hospitality Services Coordinator
- Activities / Volunteer Coordinator

5 PERFORMANCE APPRAISAL

- A Performance Review detailing the outcomes of this position is utilised during employment and is reviewed with the immediate supervisor involving a three (3) 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: Thor Bouttell – Hospitality Services Coordinator

Date Issued: April 2023

Occupant: Employee Name

Employee Signature

Date: _____

Approved By: **David Osborne**
Chief Executive Officer

Manager Signature

Date: _____