

Position Description

Position Title:	Catering & Environmental Services Assistant
Classification:	EBA, Level 5
Division:	Catering
Department / Unit:	Patient Services
Reports to:	Manager, Maintenance & Patient Services
Salary and Conditions:	As per current MPPH Administrative and Support Staff Enterprise Agreement and National Employment Standards
Immunisation Risk Category:	Category B

Hospital Description:

Mildura Health Private Hospital is a 51-bed private hospital including a 29 bed Medical / Surgical in-patient ward with two Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; three operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

Our Vision

Your health, your choice

Mission Statement

Providing life-long, exceptional health care when you need it

Our Values



Honesty

We act with uncompromising honesty and integrity in everything we do.



Fairness

We operate in accordance with the rules and an ethical framework.



**Respect
the
Rights of
Others**

We show respect for the dignity of the individual and mutually respect and value each other.



Independence

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

Position Summary:

We are looking for a reliable Catering and Environment Services Assistant to undertake general maintenance and preventative maintenance of the Hospital buildings, plant and equipment.

You must be well organised with strong general maintenance and repair skills. A keen eye for detail and willingness to undertake manual labour are valued greatly in this job.

The role will require general property maintenance and other ad hoc duties as directed by the Maintenance/ Patient Services Manager.

In addition, this role will be responsible to cover Cook/Chef annual, long service and sick leave (as and when required) as directed by the Maintenance/Patient Services Manager.

Mandatory Requirements:

- Sound knowledge of general handyman duties in relation to building, plant and ground maintenance;
- Chef or experienced Cook;
- Current Victorian Police Check and Working with Children Check;
- Vaccination against COVID-19 is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital;
- Forklift Licence (beneficial but not essential) or willingness to obtain.

Key Responsibilities:

Maintenance

- Repair and preventative maintenance of plant and equipment;
- Assist in garden maintenance and upkeep;
- Address maintenance issues in a timely and professional manner;
- Liaise with our staff, contractors or external tradesmen for preventive and corrective maintenance works;
- Perform incident reporting and notification to the relevant stakeholders;
- Carry out ad-hoc duties, repair maintenance, troubleshooting as assigned whenever required.

Catering

- Assist in the preparation of all meals served to patients and stakeholders of the hospital (as and when required);
- High standard of personal hygiene, grooming and presentation;
- Excellent communication skills;
- The ability to read and understand written instructions, recipes and labels as required;
- Basic computer literacy;
- Ability to work both individually and in a team environment;
- Ability to plan and prioritise workload;
- Ability to maintain confidentiality and privacy.

Management:

- Exercise economy in the use of resources, supplies and time;
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager;
- Liaise with other Departments.

Professional Development:

- Participate in the hospital appraisal process;
- Complete mandatory competencies as directed and per the Training/Competency Calendar;
- Maintain and update knowledge and skills through regular attendance at education and training sessions;
- Keep abreast of technology relating to the area.

Safety and Quality:

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives;
- Understand, contribute to and participate in the hospital ISO certification process;
- Understand, contribute to and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

Occupational Health and Safety:

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents and injuries to manager;
- Make proper use of all safeguards, safety devices and personal protective equipment;
- Take appropriate care to protect the health and safety of self and others.

Signed Employee:	Date:
Signed DCS / CSM / CEO:	Date: