

POSITION DESCRIPTION

Position Title:	Catering Assistant
Reports To:	Chef Manager or Delegate
Supervising:	N/A
Liases With:	Other staff members and residents
Location:	Mayflower Brighton
Classification:	Health and Allied Services (Private Sector) Vic Consolidated Award
Hours:	As rostered

Organisational Environment:

Mayflower Brighton is a registered company that has been established to provide residential high and low accommodation, care and support services to aged men and women.

Program Description:

Mayflower Brighton Hostel provides quality residential care for 91 older men and women who have been assessed by a Commonwealth Aged Care Assessment Service. Three places are reserved for short-term, respite care and 88 places are reserved for permanent residents. The Hostel consists of a number of buildings which provide care for 67 residents with 21 places in a secure dementia area for specific residents.

Mayflower Brighton Nursing Home provides quality residential care for 30 older men and women who have been assessed by a Commonwealth Aged Care Assessment Service as requiring high care.

Objectives of the Position:

The objectives of the position are to:

- Provide quality services in a manner that maintains and enhances the independence of residents and maximises their lifestyle options.
- Ensure all residents are provided with a safe, secure, and friendly environment where individual choice and decision making are encouraged.

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Responsibilities/Duties:

- To provide emotional support to residents.
- To ensure confidentiality is maintained at all times.
- To maintain documentation as required for individual residents progress and in preparation for accreditation and funding.
- To assist in the assessment of residents.
- To comply with the Emergency policies and procedures manual requirements in an emergency.
- To report any maintenance issues arising in the maintenance system.
- To undertake food preparation, plating and serving of food as directed by the Manager.
- To complete tasks associated with the Food Safety Plan including temperature taking of food items to be consumed
- To assist with table setting, pantry stocking and kitchen cleaning.
- To observe and report changes in residents behaviour or physical condition.
- To perform cleaning and other duties as directed.
- To participate in meetings and in-service sessions.
- To be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Other duties as directed by the Residential Care Manager or delegate.

Health & Safety Responsibilities:

As a Mayflower employee you have the following responsibilities under the OHS Act 2004:

- To take reasonable care to ensure your own safety
- To not place others at risk by any act or omission
- To follow safe work practices and procedures
- To use and care for equipment as instructed
- To not wilfully and recklessly interfere with safety equipment
- To report hazards and injuries
- To cooperate with the employer to meet OHS obligation under OHS Act 2004

Qualifications:

Desirable

- First Aid Certificate-CPR.

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Demonstrated Skills/Experience:

Essential

- Knowledge and understanding of the special needs of older people.
- Knowledge of and skills to perform personal care, catering and cleaning tasks as required.
- Understanding of issues related to OH&S including infection control, manual handling and hazard identification.
- Relevant experience appropriate to the work required by this position.

Desirable

- Ability to work as part of a team.
- Good communication skills both written and oral.
- Ability to encourage and motivate older people.
- Knowledge of the Residential Aged Care Standards.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Mayflower.

This position may, after due consultation, be revised and amended from time to time in accordance with the needs of Mayflower Brighton.

I have read, understood and accept the above position description:

Name: _____

Signed: _____

Date: _____