



Swan Hill
District Health

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Kitchen Assistant Full Time (76 hours per fortnight)

We are looking for enthusiastic and motivated individual to fill a permanent position in our Food Services Team. Reporting to the Food Production Manager this position is responsible for providing timely assistance in vegetable preparation, cleaning of kitchen, cleaning of kitchen equipment and pots and also assisting with meals on wheels service.

This role is required working within Swan Hill District Health main kitchen.

Key selection Criteria

- Demonstrated reliability and attention to detail
- Able to work autonomously and as an effective member of a team
- Flexibility to work a 7-day rotating roster includes some weekend shifts
- Kitchen assistant experience not required training on job
- Current National Police Check & Working with Children's Check
- Complete 2024 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

Applications can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to employment@shdh.org.au. Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to employment@shdh.org.au

Closing date: 12 March 2025

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Kitchen Assistant
Classification:	Food and Domestic Services Assistant Grade 1 (IN13); progresses to Food and Domestic Services Assistant Grade 2 (IN14) where they have greater than three (3) months experience (full time)
Department:	Food Services
Reports to:	Food Services Manager or Team Leader
Position Summary:	The Kitchen Assistant is required to provide timely assistance in vegetable preparation, general cleaning, meals on wheels and pot washing.
Responsibilities:	<ul style="list-style-type: none"> • Thorough cleaning of all floors, walls, doors, benches, shelves, cupboards, drawers and other fittings in the kitchen, store rooms and refrigerators. • Thorough cleaning of all kitchen equipment. • Thorough cleaning, drying and putting away of kitchen utensils. • Check and store all dry and frozen goods. • Assist in serving of “Meals on Wheels” requirements, and movement of same to pick-up point. Assist as required with plating of meals. • Collect, thoroughly clean and dry and put away containers used for “Mels on Wheels”. • Assist with the implementation and monitoring of the Quality Assurance/Hazard Control Program of the Food Production department. • Actively participate in Roster and allocated duties. • Actively participate as an effective member of the Food Services and wider Swan Hill District Health team. • Perform all duties in accordance with all relevant Food Services and Swan Hill District Health, including but not limited to, safety and good hygiene practices. • Perform all other duties which may be requested from time to time within the skills level of the role.
Key Selection Criteria	<ul style="list-style-type: none"> • Demonstrated commitment to providing excellent customer services. • Demonstrated reliability. • Attention to detail. • Able to work autonomously and as an effective member of a team. • Able to, and commitment to, work to a fixed roster that includes some weekend shifts. • Food handlers certificate for Health Care Sector (Follow Basic Food Safety Practices HLTFS001) or willingness to obtain. • Current National Police Check. • COVID 19 Vaccination Certificate • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and

	the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.

Previous Revision dates:	March 2022,
Current:	May 22
Managers Name:	K. Coolahan
Managers Signature:	
Employees Name:	
Employees Signature:	



Position Applying for:	
How did you hear about this vacancy?	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

First name:		Last Name:	
Date of birth:		Country of birth:	
Postal Address:			
Contact	Phone	Email	
Are you of Aboriginal/Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <i>(This question is voluntary)</i> Do you wish to be identified under this category? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you an Australian Citizen or Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Grant/...../..... If no, what is your current Visa Status – Visa type _____ Expiry date/...../..... Place/Country of issue: _____ Issue Number: _____ Do you require sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<u>PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION</u>			

Conditions of Employment
Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for: Initial employment is subject to: <ul style="list-style-type: none"> • 6 months' probationary period <i>(with a review at 3 months.)</i> • Requirement to work any shift • Requirement to work in any department as required Hours of Work – <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term Alternatively, please state availability:

Discipline/Misconduct
Have you experienced discipline or misconduct action at any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please provide details:

Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Do you have a current Police Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Do you have a current Employee Working with Children Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

Enquiries can be directed to: Recruitment Services P: 03 5033 9499, E: employment@shdh.org.au

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)