

## Position Description

Position Title	Food and Domestic Assistant
Position Number	30010689
Division	Clinical Operations
Department	Early Parenting Centre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Food and Domestic Assistant Grades 1 – 2
Classification Code	IN13 - IN14
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The primary focus of the role is to provide on-site services support, mainly all cleaning and washing services, for the EPC facilities inclusive of clinical and corporate services.

The scope of the role includes cleaning, linen supply, laundry duties, food handling and room setups with the aim to:

- ensure high quality cleaning support services to clients and staff;
- support the smooth operation of EPC services through high quality customer service; foster and support a home like environment;
- practise compliant hygiene and infection control measures; and report any risks that would impact on the delivery of cleaning or catering services.

## Responsibilities and Accountabilities

### Key Responsibilities

#### Cleaning

- Responsible for ensuring cleaning service duties are undertaken and completed in accordance with Bendigo Health policies, procedures and standards and the Cleaning Standards for Victorian Health Facilities 2011.
- Undertake tasks on domestic checklist/s in order to maintain a safe and clean environment for all clients and staff.
- Provide deep clean services as and when directed by Management.

#### Food Services

- Undertake safe food service duties in accordance with Bendigo Health Food Safety policy and procedures and in accordance with Food Standards Australia.
- Responsible for the control and monitoring of food temperatures and food expiry dates.
- Responsible for stock-take and re-ordering of stock as required.
- Demonstrated understanding and awareness to patient allergies and dietary requirements.

## Key Selection Criteria

### Essential

1. Current Food Handlers Certificate.
2. Full understanding of the Australian Food Safety Standards.
3. Knowledge of Australian Cleaning Standards inclusive of infection control procedures.
4. Excellent cleaning skills with demonstrated experience, inclusive of a high level of attention to detail.
5. Demonstrated experience in serving of food and cleaning techniques, including correct manual handling techniques and safe use and storage of cleaning agents and chemicals.

6. Proven skills in working in an environmental services team.
7. Clear communication, customer service and interpersonal skills to ensure the ability to liaise effectively with clients and staff.

## Additional Information

- EPC services close down for the period of Christmas/New Year and Easter and staff are encouraged to take annual leave at this time.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*