

POSITION DESCRIPTION

Position Title:	Diet Monitor
Business Unit/Department:	Food Services/Support Services
Division:	Health Support Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 1A (HS1A) (<i>first 12 months</i>); Grade 1 – Level 1 to Level 5
Reports To:	Food Services Coordinators; Food Services Supervisors
Direct Reports:	N/A
Date Prepared/Updated:	30 April 2022

Position Purpose

The Food Services Diet Monitor is responsible for duties involved in the provision of right Diet meals and beverages to patients whilst maintaining crystal clear communication with Patients, Dieticians & Nurses on Wards. Ensuring meal orders correctly taken, uploaded in CBORD thereby giving Meal tray tickets to Food Service staff for meal plating and providing/collecting/manually entering paper based menus filled in by patients/family.

Business Unit Overview

The provision of food suitable for patients is not just a function, it is a treatment. Food Services at Western Health aim to be a leader in the provision of right appetising & appealing food in a way that provides a positive contribution to patient outcomes.

To assist in the efficient running of the kitchen operation and work within food and labour budgets adhering to Western Health food safety plan and patient satisfaction survey.

Key Responsibilities

- Efficient operation of CBORD Meal ordering system via CBORD Tablets
- Providing & collection of paper menus filled out by Patients
- Assist patients with meal selection as required
- To follow all Dietary guidelines as outlined by Nutrition and Speech Pathologist
- Personalized Interaction with Patients - Introduction & taking Menu Orders
- Crystal clear communication with Dieticians & Nurses on Wards
- Sending meal orders via meal tray tickets to Food Service Staff for meal plating on Time and also manually enter paper-based menu's/print labels/Admin jobs
- Ensure a commitment to quality improvement and perform quality assurance activities and reports on a daily basis as directed

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- Undertake all duties involved in the provision of meals and beverages to patients in accordance with
- Occupation Health & Safety guidelines and Western Health procedures.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Food Service Supervisors
- Food Service Coordinator
- Food Service Assistants
- Dieticians
- Nurse Unit Managers
- Speech Pathologists
- Ward Healthcare team

External:

- Patients and families
- Visitors

Selection Criteria

- Current Food Hygiene Certificate (Health & Community Services Food Handlers Certificate)
- Experience in the practical application of Therapeutic Diets
- Able to read and write English
- Sound computer skills including working knowledge of Microsoft Office applications
- Ability to work in a team whilst being self- directed
- Previous experience in the application of recognised menu management systems and Customer service
- Strong Time Management skills
- Neat personal presentation and hygiene
- Effective Communication skills with a broad range of stakeholders
- Working knowledge of the application of Food Safety Plans
- Ability to work under pressure

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004,

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the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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