

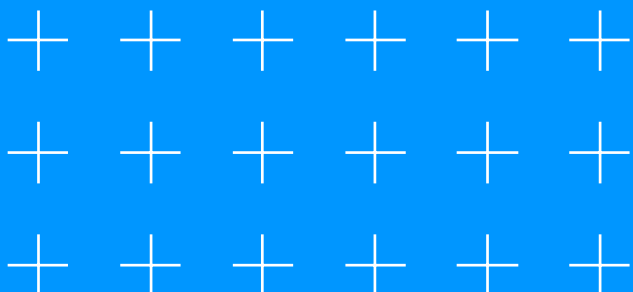


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Food Services Store Person

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

The Food Services storeperson is to provide assistance to the Food Services Supervisor/Unit Manager responsible for accepting all deliveries of stock and that everything ordered is present and accounted for.

-

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- The receipt, checking and storage of foods and stores of all in-coming goods
- The receipt, temperature checking and storage of perishable and non-perishable foodstuffs from approved suppliers.
- Ensure that all stock is rotated so that 'First In' goes 'First Out'
- Ensure all food items are correctly dated and covered before storing and storage containers are completely emptied and cleaned before refilling, while maintaining adequate stock levels.
- Maintain an adequate standard of cleanliness whilst working and present for work correctly attired. This includes that all storage areas are maintained clean and neat.
- The cleaning of fixtures, fittings and equipment within the Food Services Department and associated areas as directed.
- Requisition items for the ration store up to the standard stock level.
- Issue goods and stores to hospital departments via the approved requisition process as well as delivering of goods and stores to hospital departments as required.
- Process order and invoices through the electronic platform.
- Ensure food recalls are correctly recorded in line with the food safety plan.
- Document goods receipt temperatures and address any concerns with the appropriate suppliers/supervisors.
- Able to train acting store persons.
- Perform other duties as required.

Internal

- ## External

- Suppliers

Formal Qualifications

- Safe Food Handling Certificate for Health Industry or equivalent

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Ability to work unsupervised.
- Ability to meet deadlines.
- Previous experience in storekeeping or similar.
- Ability to follow instructions.
- High standard of personal cleanliness and hygiene
- Sound stock control knowledge.
- Knowledge of storage methods of perishable items
- Computer skills in Excel, Word, and Outlook.
- Physically healthy, and able to lift medium to heavy supplies.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment, under the essential criteria

- Cbord Knowledge

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name (please print)

Date _____