

Position Description, Inherent Requirements of Position – Food Service Assistant (FSA)

Frequency and Duration of Essential Tasks

The Food Services Assistant (FSA) role is physically demanding in nature and requires a high degree of adaptability and time management to rotate regularly between tasks and ensure all tasks are completed within the scheduled time frames.

Frequency and Duration of Essential Tasks	Frequency	Duration
Food Services Preparation	FSAs may be responsible for preparing for up to 2 meal services in a shift.	Food Service Preparation tasks may require between 1 and 2 hours each shift.
Food Service	FSAs may be responsible for undertaking up to 2 meal services in a shift.	Food service takes between 1 – 1.5 hours each shift.
Morning and Afternoon Tea Service	FSAs undertake 2 tea serve rounds per day.	Tea service takes between 1 – 1.5 hours each shift.
Clearing Meal Trays	Clearing meal trays occurs after each meal service. FSAs rotate between workstations every 10 minutes.	Clearing meal trays requires approximately 1.5 hours each shift.
Runner Duties	FSAs complete runner duties as required.	Runner duties requires approximately 20 minutes each shift.
Detailing Cutlery	FSAs detail cutlery (as required) per day.	Detailing cutlery requires approximately 3-4 hours each shift.
Stripping plates/Dishwasher	Stripping the trays. This includes scraping waste, rinsing soiled crockery, sorting plates and cups onto the conveyer ready to be loaded through the dishwasher	This task is continual and requires a fast pace to ensure all 10- 15 trolleys are cleared ready for cleaning.

FSAs are required to regularly rotate between all outlined tasks in line with food service schedules. As such, a high degree of task rotation and adaptability is associated with this role.

Environmental and Organisational Factors

Condition	Description
Heat	FSAs generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat.
Cold	FSAs generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold.
Noise	FSAs may be exposed to low level noise from their working environment including equipment and at times may be involved in interactions with residents of a heightened state and loud nature.
PPE	FSAs are required to wear a uniform including non-slip, closed toe shoes, short sleeves and as required gloves. FSAs are required to have their hair tied back at all times. FSAs are required to follow infection control and food safety procedures including the use of a hair net, face mask, apron, gloves, goggles and shoe protectors, as required.
Shift Cycle	Epworth's facilities operate 24 hours a day/7 days a week and you are expected to be available and able to work on a rotating roster across all shifts and shift patterns, including night shifts. Although there may be times when you work to a particular pattern of days and times, please note Epworth may still require you to change your shifts in line with notice periods under your employment agreement to meet operational needs.

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Physical Demands	Rare	Occasional	Frequent	Constant		Cognitive and Psychosocial Demands	Low	Medium	High
Frequency and Duration of Essential Tasks	0 – 5% of total work time	6-33% of total work time	34-66% of total work time	67-100% of total work time					
Sitting	✓					Attention		✓	
Standing				✓		Concentration		✓	
Walking				✓		Memory		✓	
Step up / step down		✓				Interaction with others		✓	
Looking Up and Down			✓			Communication – written	✓		
Forward Bending			✓			Communication - verbal		✓	
Turning and Twisting			✓			Problem solving	✓		
Crouching and Squatting		✓				Decision making	✓		
Kneeling and Crawling		✓				Planning/sequencing		✓	
Reaching above shoulder			✓			Reasoning/judgement	✓		
Reaching forward				✓					
Gripping (Hand)				✓					
Fine Motor Movements (Hand)				✓					
Lifting floor-waist			✓ (up to 10kg)						
Lifting overhead		✓							
Carrying			✓						
Pushing and pulling upper limb			✓						
Pushing lower limb		✓							