

Position Description, Inherent Requirements of Position – Ward Host

Frequency and Duration of Essential Tasks

The Ward Host role is physically demanding in nature and requires a high degree of adaptability and time management to ensure all tasks are completed within the scheduled time frames.

Frequency and Duration of Essential Tasks	Frequency	Duration
Ordering Assistance	Ward Hosts may be required to assist patients in the ordering of their meals	Ordering assistance may take between 1-3 hours each shift
Meal Service	Ward Hosts may be responsible for undertaking up to 2 meal services in a shift. This task includes basic tray/beverage preparation and delivery of meal trays to patient rooms	Food service takes between 2 – 4 hours each shift.
Mid Meal Service	FSAs undertake 2 mid meal services per day. This task includes basic tray/beverage preparation and delivery of meal trays to patient rooms	Mid meal service takes between 1 – 3 hours each shift.
Clearing Meal Trays	Clearing meal trays occurs after each meal service.	Clearing meal trays requires approximately 2 hours each shift.
Runner Duties	Ward Hosts complete runner duties as required.	Runner duties requires approximately 40 minutes each shift.

Ward Hosts may be required to rotate between all outlined tasks, and back of house 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	Ward Hosts generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat.
Cold	Ward Hosts generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold.
Noise	Ward Hosts 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	Ward Hosts 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		✓							