

Position Description

Position Title	Food Safety Supervisor
Position Number	30008539
Division	Community and Continuing Care
Department	Aged Care Residential Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Food Services Supervisor
Classification Code	FS1
Reports to	Food Services Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • National Disability Insurance Scheme (NDIS) Check • Drivers Licence • Immunisation Requirements

Bendigo Health

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

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Food Safety Supervisor is responsible for ensuring that all food handling and food service operations comply with food safety regulations and standards. This role involves overseeing the implementation of food safety protocols, training staff in safe food handling practices, and ensuring that all food safety

documentation is maintained accurately. The supervisor monitors the entire food preparation process, from storage and handling to cooking and serving, to prevent contamination and ensure the health and safety of consumers. They conduct regular inspections, audits, and reviews of food safety procedures, working closely with the management team to address any issues or improvements. The Food Safety Supervisor also plays a key role in maintaining hygiene standards and ensuring compliance with local, state, and national food safety laws.

Key Responsibilities

The Food Services Supervisor is responsible for:

- Ensuring Bendigo Health Residential Services complies with food service registration obligations under the *Food Act 1984*.
- Ensuring adherence to the Bendigo Health Food Safety Plan and Food Standards Australia and New Zealand (FSANZ) requirements, and providing technical assistance to individuals and support teams to meet food safety and service standards.
- Acting as the main point of contact for food services operations at the following Bendigo Health External Sites:
 - Carshalton House
 - Gibson Street Complex
 - Golden Oaks Nursing Home
 - Simpkin House
- Liaising with Residential Services to ensure that food services at these locations meet acceptable standards.
- Fostering and maintaining positive, mutually beneficial relationships with customers, clients, and staff.
- Staying current on contemporary issues affecting the holistic care of residents, including:
- Managing complex physical needs
- Supporting individuals with dementia, depression, or younger people with acquired brain injuries
- Maintaining a thorough understanding of the required documentation for Aged Care services and ensuring its implementation to optimize resident outcomes.
- Keeping up-to-date with Aged Care legislation, including the Aged Care Quality Standards, to ensure compliance and best practices in service delivery.
- Reporting and documenting all incidents of alleged or suspected assaults (including unreasonable use of force or unlawful sexual contact) to ensure appropriate responses and protect residents' health, safety, and wellbeing, in line with record-keeping responsibilities under relevant legislation.
- Following legal requirements for reporting missing residents in certain circumstances to ensure Bendigo Health responds in accordance with legislative requirements.

Key Selection Criteria

Essential

1. Food Safety Supervisor certificate
2. Basic Food Handlers certificate

Desirable

3. Experience working within Aged care
4. Understanding of Aged Care Act
5. Sound Knowledge of food Safety programs
6. Experience with Auditors and Council requirements

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.
- 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.