



HSA
Committed to *Caring* for You



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

DIETARY PORTER

Salary range: CI\$27,312 to CI\$27,984 per annum

The Dietary Department plays a key role in the preparation and transportation of meals to inpatient units and maintaining a clean working environment at the Health Services Authority. The Dietary Porter provides transport and cleaning services to the Dietary Services section.

Primary Responsibilities: The successful candidate delivers meals and ward stock to wards daily, including late trays. He/she interacts with an average of 35-50 patients, washes and sanitizes all pots and pans, collects soiled plates, etc., from wards, completes a waste audit, and cleans and sanitizes trolley after soiled plates are removed. The postholder packs away all cold and dry food items and cleans and organizes refrigerators and freezers. The candidate also sweeps and mops the kitchen, storeroom, bathrooms, and staff lounge areas. A flexible work schedule is required, along with weekend and public holiday shifts.

Qualifications and Experience: The successful candidate must have a High School Diploma and at least one (1) year of working experience in food service. He/she should have the ability to stand for long periods, handle hot and cold temperatures, and lift 25 pounds or more. The candidate must be knowledgeable of cleaning supplies and operating food service equipment. Must also possess good customer skills, and the ability to read, write, and follow oral instructions is essential. The candidate should be able to work 12-hour shifts as required.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: December 15, 2024

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Job Description

Job title	<i>Dietary Porter</i>	Job Holder	
Reports to	<i>Dietary Manager</i>	Section	<i>Dietary</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

This position plays a key role in transportation of meals and maintaining a clean working environment.

Job purpose

Dietary Porter provides transport and cleaning services to the Dietary Services Section.

Dimensions

- Post holder has no budgetary responsibilities
- Post holder does not supervise any other position
- Dietary Porters interact with between 35 – 50 patients daily
- Deliver, retrieve and wash between 105 - 150 trays per day
- Wash and sanitize over 25 pots and pans per day

Duties and responsibilities

- Deliver meals and ward stock to wards including late trays
- Wash all pots and pans
- Collect soiled plates, etc. from ward and wash them.
- Complete waste audit.
- Clean and sanitize trolley after soiled plates are removed
- Pack away all cold and dry food items
- Clean and organize all fridge / freezer
- Sweep and mop kitchen, storeroom, bathrooms & staff lounge

- Clean counters, door handles, fridge doors, drains, and hand wash sinks
- Check and refill all soap and paper towel dispenser including bathrooms.
- Empty, clean and refill dishwasher.
- Clean dish wash area.
- Empty all garbage
- Remove and wash all Department mats on a weekly basis.
- Clean all windows and doors.

Qualifications, Experience & Skills Requirement

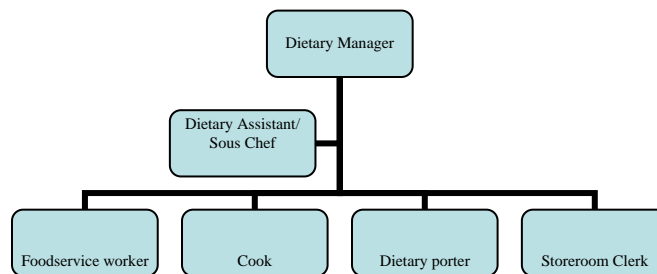
Qualifications include:

- High school diploma

Post holder must have:

- Minimum of 1 year working experience in a similar environment
- Ability to stand for long periods and handle hot and cold temperatures
- Ability to lift 25lbs or more
- Knowledge of cleaning supplies and food service equipment operating.
- Possess good customer service skills
- Ability to read, write and follow oral instruction.

Reporting Relationship



Direct reports

Post holder does not supervise any position.

Other Working Relationships

Post holder works closely with:

- Nurses
- Housekeeping
- Material Management
- Maintenance staff

Decision Making Authority and Controls

Postholder adhere to the policies and procedures of the Dietary department. Post holder can requisition cleaning supplies from housekeeping. Report and monitor defective working conditions of food service equipment to manager.

Working conditions

Post holder working condition include:

- 12-hour shifts
- Early morning shifts
- Fast pace environment with tight deadlines
- Exposure to noise
- Hot and cold temperatures
- To be sensitive to handling Sharp equipment
- Handling challenging and demanding patient

Physical requirements

Post holder is required to:

- Lift heavy objects (>25lbs)
- Bend and climb
- Stand for long periods,
- Use variety of cleaning chemicals without issue

Problem/Key Features

Individuals may encounter very ill patients.

Work in an environment where they may receive burns and cuts from handling hot and sharp objects. Exposure to many cleaning chemicals.

Evaluation Metrics

- Patient surveys
- Diet Sheet
- Patient Census
- Trolley time log
- Complaints
- Waste audit

Approved by:	
Date approved:	
Reviewed:	
Next Review	