



Position Description

Position title:	Food Service Dietitian
Department:	Food Service
Classification:	Dietitian Grade 2 (AJ1 - AJ4)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2022-2025
Reporting to:	Nutrition and Food Service Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Food Service Department is dedicated to providing the best possible food service to our patients. Our objective is to ensure that our food is safe, nutritionally sound and that all patients' food and dietary requirements are met regardless of culture, religion or dietary preference.

Position purpose

To support the Food Service Manager in the provision of safe and appropriate patient meals at The Women's and to strengthen the interface between nutrition and food services. This will involve contributing to the review and development of the hospital menu and associated food services systems, process and product reviews, coordinating and supervising appropriate quality projects and audits, supervising and training relevant staff.

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Key responsibilities

Food Service practice

- Providing specialist knowledge and skills in the area of nutrition in the food service setting
- Advocating for optimum nutrition care of patients through an effective menu and food service system
- Ensuring compliance with accreditation standards relevant to nutrition and hydration
- Working together with our supplier to ensure a nutritionally appropriate menu and efficient meal service for our patients
- Working together with our Food Safety Coordinator to ensure compliance with relevant food safety standards and food safety audits
- Supporting the Food Service Manager in reviewing and assessing the food service system as required
- Together with the Food Service Manager, identify opportunities for quality improvement and contribute to the planning, implementation and reporting of such projects. Quality projects may be directly related to food quality or those processes that support provision of safe and appropriate meals for our patients, for example introduction of electronic diet codes at ward level, improving mid meal snacks, auditing stock and waste levels
- Maintaining up to date documentation and nutritional analysis related to standard hospital menu and special diets.
- Maintaining the menu ordering system to ensure that data is accurate and up to date
- Undertaking regular audits related to diet code accuracy, food quality and acceptability, tray accuracy and portion control
- Supervising and guiding Food Service staff in relation to quality projects and audits
- Organizing and coordinating required training to ensure food service staff have the essential knowledge and skills to undertake their responsibilities
- Contributing to the supervision of students on Food Service placements
- Any other duties as required that meet relevant standards and recognised practice, within the Food Service or Nutrition Departments.

Leadership and Advocacy

You will be responsible for leadership and advocacy relevant to your role as Food Service dietitian, including:

- Advocating for the role of food service in the clinical care of our patients
- Providing education and leadership within the Nutrition Department for the role of food service
- Advocating for an efficient, effective and sustainable food service system in any forward planning that includes food services
- Proactively participating in related projects, working groups, committees etc.

Communication and teamwork

- Working closely with the multidisciplinary teams involved in the care of our patients and their meal service
- Maintaining effective relationships with your precinct food service colleagues and other external agencies related to hospital food service
- Maintaining clear communication with your manager and colleagues in Nutrition and Food Service to ensure compliance with department requirements.

Quality, safety and improvement

- Participating in the development and reporting of agreed quality activities associated with your workload
- Ensuring compliance with all food safety training and requirements
- Ensuring compliance with all mandatory competency training and OH&S requirements.

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Learning and development

You will strive to continually improve your food service practice by:

- Undertaking professional development relevant to the position and in line with the DA APD program, with particular reference to hospital food service
- Participating in staff supervision and performance development programs
- Undertaking quality projects, audits and engaging in research studies relevant to your workload.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Bachelor of Nutrition and Dietetics or equivalent tertiary qualification
- Eligibility for status as Accredited Practising Dietitian with Dietitians Australia
- At least two years' experience as a clinical dietitian with food service experience
- Demonstrated knowledge of hospital food service systems, the clinical role of food service and its relevance to hospital accreditation
- Current Food Safety Supervision certificate
- Ability to work within a multidisciplinary team.

Desirable:

- Experience in the management of food service in a public health setting
- Experience in providing meals to patients from a range of social and cultural backgrounds
- Experience and interest in planning and conducting quality improvement activities

Organisational relationships

Internal relationships:

- Clinical and administrative staff within the Nutrition and Food Service Departments
- Medical, nursing & midwifery, allied health and clinical support services.

External relationships:

- Our precinct partners, food service suppliers and related services (eg Softlogic)
- Training universities
- Dietitians Australia or similar professional groups

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

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Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	N/A
Sitting – remaining in a seated position to complete tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	N/A
– Heavy lifting and carrying – 10 – 20 kilos.	N/A
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	N/A
– moderate push / pull forces 10 – 20 kg	N/A
– heavy push / pull forces over 20 kg	N/A
Reaching – arm fully extended forward or raised above shoulder	N/A
Head/neck postures – holding head in a position other than neutral (facing forward)	N/A
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	N/A
– Gripping, holding, twisting, clasping with fingers/hands	N/A
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Rare

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position

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Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women’s to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women’s expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women’s provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women’s is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: August 2025
Developed by: Food Service Manager
Date of next review: August 2026

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