

POSITION DESCRIPTION

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| POSITION TITLE: | Dietary Aide | DEPARTMENT: | Nutrition & Food Services |
| CLASSIFICATION: | Dietary Aide | APPROVED BY: | Area ED/VP |
| UNION: | CUPE | DATE APPROVED: | April 6, 2018 |

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager - Nutrition & Food Services, Manager - Support Services or Designate

POSITIONS SUPERVISED: None

POSITION PURPOSE

Under the direction of the Site Coordinator or Supervisor - Nutrition and Food Services, Cook II or Cook I, the Dietary Aide is responsible for the completion of assigned tasks in relation to the safe preparation, serving, and distribution of nutritious meals to clients. The incumbent is responsible for serving meals to the staff and visitors, performing cashier duties, following proper sanitation safety guidelines. This is in addition to following established standards, departmental/regional policies and procedures and government regulations and legislation.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Portions food and prepares trays and carts for food service delivery in accordance with therapeutic diet and texture specifications.
- Delivers and/or serves meals and nourishment to patients, residents and clients in a courteous and appropriate manner.
- Performs ware-washing functions in a sanitary and safe manner.
- Clears tables and/or retrieve trays after every meal.
- Cleans and sanitizes equipment, tables, carts, utensils and kitchen areas.
- Ensures the safe and sanitary handling of food, equipment and supplies.

- Performs audits, equipment checks as directed.
- Provides cafeteria services for staff and visitors, which include food preparation, operation of the cash register, and ensure the cafeteria area is clean and orderly.
- Prepares catering carts accurately as per catering requisition in coordination with the Cook.
- Receives and checks food and supply deliveries and ensures they are stored appropriately.
- Assists in the preparation of food as directed by the Cook and/or Site Coordinator or Supervisor – Nutrition & Food Services.
- Receives, records, and communicates all diet requisitions and changes as directed.
- Participates in the orientation and training of new Dietary Aides.
- Attends and participates in department and site meetings and/or in services as appropriate.
- Participates in quality improvement activities for both the Nutrition & Food Service Department and the Facility as appropriate.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Ware-washing is completed as per sanitation guidelines
2. Nutrition & Food Service audits are completed as assigned
3. Patient and resident meals are correctly assembled and served as per therapeutic diets and texture specifications
4. Inventory is organized according to First In, First Out
5. Staff, visitors and clients are served in a courteous and appropriate manner
6. Practises and adheres to appropriate hand hygiene procedures as per infection prevention control policy
7. Completes tasks accurately, consistently, and in a timely and efficient manner
8. Catering is prepared accurately and delivered on time
9. Is able to perform the job physically – lifting, pushing carts as per the physical demands analysis
10. Is able to balance the cash register/box

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum Grade 10 education
- Completion of a Dietary Aide certificate
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate in the first six (6) months of employment

KNOWLEDGE REQUIRED:

- Knowledge and understanding of Microsoft Office applications, Outlook/Email and online training
- Knowledge and understanding of all therapeutic and texture modified diets
- Knowledge and understanding of sanitary food handling

For position located in Sites that use an Electronic Menu Management System, please include the following qualification.

- Knowledge and Understanding of Electronic Menu Management Information System (EMMIS)

EXPERIENCE REQUIRED:

- Six (6) months previous experience working in food handling and/or health care food services environment
- Other suitable combinations of education and experience may be considered

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to lift items up to 1-5 kg (2.2-11 lbs) constantly, 6-11kg (13.2 – 24 lbs) occasionally and 23 kg (50 lbs) seldomly
- Demonstrated competency in cash management
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions
- Work evenings and weekends as outlined in work rotations or as necessary

SALARY SCALE:

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.