

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Dietary Aide	Reports to (Direct): Manager, Food & Nutrition
Department: Food & Nutrition	Classification: CUPE
Hours per Week (regularly scheduled hours): 40 hours per week – Full-time Less than 30 hours per week – Part-time	Schedule: Days and Evenings, including weekends – 2 possible shift schedules
Effective Date: February 2022	Revision Date: January 2020

Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Under the direction of the Manager, Food & Nutrition, the Dietary Aide provides support to the set-up, preparation, serving, and clean up associated with all meal services (regular and therapeutic) in the Home.

The Dietary Aide will ensure work areas are maintained in a safe and sanitary condition and assist in maintaining a safe and secure environment for residents, visitors, and other staff members.

In the Manager's absence, this job will take direction from the Assistant Dietary Manager.

Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Assist Cooks with food preparation.
- Complete food preparation and storage duties including, monitoring, and recording daily temperatures of food.
- Assist in the food delivery service to residents, visitors, and others.
- Set up tray carts, tables, and dining areas, as required.
- Clean all equipment, dishes, cutlery, pots, etc. used in food preparation, service and storage.
- Maintain the cleanliness of all dietary work areas, floors and storerooms and dining areas.
- Work, communicate and co-operate satisfactorily with residents, staff, and others.
- Show others how to perform tasks and duties.
- Attend in-service and Staff Development Programs and Dietary staff meetings.
- Comply with the Fire, Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment, and other procedures designed to ensure the security and protection of the residents of the Home.
- In the event of an emergency perform other duties as may be assigned.
- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required.

Skills, Experience and Qualifications:

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications), Experience, Knowledge, Skill, and Ability)

- Ontario Secondary School Diploma required.
- Completion of a Food Service Worker program at an approved college providing recognized programs
- Valid certificate of Food Handler Training Program
- Ability to satisfactorily operate dietary equipment.
- Knowledge of safe use of dietary equipment and cleaning chemicals.
- Ability to meet the physical and mental demands of the job.
- Solid command of the English language (speak, read, write and comprehend)
- Understanding, compassion, patience and friendly personality which will assist in working in a long-term care home and providing services for the residents.
- Prepared to work, communicate, and co-operate satisfactorily with residents, staff, and others.
- Proven ability to follow an established work procedure/ schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.
- Ability to work any of the scheduled shifts – 630AM – 300PM or 1130AM – 800PM, including weekends – shift times may be revised to meet operational needs.

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

