

JOB TITLE: Dietary Aide	PAGE: 1 of 3
ORIGINATION DATE: PAST REVISIONS: CURRENT REVISION: May 2015	DIVISION: Long Term Care DEPT: Food Services REPORTING TO: Director of Dietary Services

JOB SUMMARY:

The Dietary Aide is accountable to support all aspects of optimal food service to meet the needs of the residents in accordance with infection control, quality management, legislative requirements and the organization standards.

As a valued member of the team, the Dietary Aide demonstrates a commitment to resident safety by providing quality care in accordance with the organization’s vision and mission.

RESPONSIBILITIES:

- Setting and clearing tables in the dining rooms.
- Assists in maintaining the dietary department in a safe and sanitary manner. Provides assistance to the Cook in the preparation and service of meals.
- Serving meals and coffee to residents in the dining room using correct serving utensils and portion sizes.
- Taking orders for the first and second menu choices from residents (by resident name and preference selection, following likes and dislikes).
- Transporting dishes to/from dining rooms and kitchen.
- Washing/sanitizing tables, chairs, serveries. Washes dishes, glassware, cutlery, and utensils by machine.
- Preparing nourishments and carts for service.
- Preparing supplements and thickening fluids for texture-altered diets.
- Labelling and dating all food items put in fridge\freezer.
- Assists in dish and pan washing, storage, and cleaning duties.
- Attending in-services and departmental meetings as required.
- Record temperatures as required for meal service and equipment.
- Record and document results of test strips for dish machine and pot washing.
- May assist in tray preparation for resident meal service.
- Report resident and equipment concerns to Director of Dietary Services/Food Service Supervisor.
- Follows cleaning schedule and documents appropriately.
- Follows proper food handling techniques. Dates, labels, and stores food properly. Keeps work area clean and uncluttered, and completes scheduled cleaning duties. Maintains cleanliness of floors in the food preparation, dish room, and storage areas.
- May assist in preparation for catering or program requests.
- May assist in receiving, managing inventory, groceries or incoming supplies.
- Assists in monitoring quality of food supplies received and advises Director of Dietary Services/Cook of problems.
- Supports and participates in quality initiatives by providing input and suggestions for improvement, reporting feedback to immediate supervisor.
- Cleans equipment and kitchen area, and documents appropriately.

- Assists and participates in the quality and risk management/quality improvement program for the Food Service Department.
- Handles food in accordance with acceptable public health sanitary practices and in keeping with the requirements of the Food Premises Regulation.
- Maintains food handling protocols and infection control practices in keeping with public health practice and Ministry of Health and Long-Term Care standards.
- Keeps dining room area, serving, and all equipment clean and sanitized.
- Meets scheduled meal and snack times.
- Attends departmental and facility team member meetings, in-services and other necessary training sessions.
- Assists in the orientation and training of new dietary team members.
- Participates actively in department's Quality Management program and any department/facility committees as requested.
- Provides quality food service to all residents & families.
- Provides superior customer service to all residents and families.
- Complies with all provincial/long term care regulations and established dietary department policies and procedures.
- Follows infection control procedures.
- Knowledgeable of the Residents' Bill of Rights.
- Work in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Perform other duties as required.

QUALIFICATIONS:

- Must maintain a current Food Handler's Certificate.
- Must maintain up to date certification in the food Safety Awareness Program offered by Public Health.
- Must be familiar with the correct procedure for service and handling of food.
- Ability to operate institutional cooking equipment, for example: dishwasher, conveyor toaster, and meat-slicer.
- Must be able to read, write and accurately follow written and verbal instructions.
- Must be able to work and communicate effectively with residents, team members and visitors of a LTC home.
- Effective verbal and written English communication skills required.

EDUCATION:

- Must have completed or be enrolled in a Food Service Worker program from a recognized college as defined by the Ontario Colleges of Applied Arts and Technology, or a registered private career college in Ontario.

WORKING CONDITIONS:

- Interaction with male and female residents of all ethnic and cultural backgrounds;
- Combination of natural light and fluorescent lighting;
- Exposure to the elements (external building and property);
- Exposure to variable temperatures both hot and cold;
- Lifting alone and with assistance;

- Pushing/pulling content;
- Crouching, kneeling, stooping/bending for short periods of time;
- Walking and climbing stairs frequently;
- Standing for long periods of time;
- Engagement and/or exposure to various therapy programs focused on providing residents with the highest quality of life in our Homes including but not limited to pet therapy, spiritual events and musical therapy.

I acknowledge I have read, understand and agree to perform the duties listed in the above job description

Print Name

Date

Signature

CC: Employee File