



**North Eastman Health Association Inc.
Job Description**

Dietary Aide

POSITION SUMMARY:

Under the direction of the Manager/ Coordinator of Food, Housekeeping & Laundry Services and the Cook, the Dietary Aide performs assigned routine duties related to the preparation and service of food to patients/ residents, staff, volunteers/ Meals on Wheels/ Supportive Housing/ Adult Day Care and catering functions as per policies and procedures of the Department. The Dietary Aide also maintains a safe and clean environment and participates in pertinent meetings as deemed necessary.

REPORTS TO: Manager/ Coordinator of Food, Housekeeping & Laundry Services

UNION: MGEU – Facility Support

Std. Grp: 15

QUALIFICATIONS:

- Ability to follow written and oral instructions.
- Previous related experience preferred.
- Ability to operate required equipment.
- Ability to maintain positive working relationships.
- Certificate in Safe Food Handling preferred (must be obtained during probationary period).
- Ability to meet the physical and mental demands of the job.

STANDARDS OF PERFORMANCE:

A demonstrated ability in the following areas:

- Ability to keep resident's/ patient's matters strictly confidential and exercise courtesy and cooperation towards residents, patients, families, visitors, coworkers and other staff members.
- Care displayed in completing assignments.
- Ability to satisfactorily maintain a high standard of service and cleanliness.

DUTIES & RESPONSIBILITIES:

- Maintains the standards of the department and upholds and abides by the region's policies and procedures.
- Serves residents/ patients/ staff/ visitors in a respectful and caring way.
- Provides residents with necessary assistance at mealtimes.
- Portions meals considering portion control and plate appearance.
- Assists with meal preparation, as required.
- Assists with inventory counts.
- Visits patients/ residents as requested by the Manager/ Coordinator of Food, Housekeeping & Laundry Services/ Cook.
- Ability to use Food Services equipment, ensuring safe practice.
- Communicates equipment and supply needs.
- Evaluates meals/ Food Services on a regular basis.
- As a Team Member, takes an active role in the harmonious functioning of the department and the facility.
- Maintains records as established.
- Cleans tables/ washes dishes, pots.
- Follows safe food handling techniques.
- Participates in the Quality Improvement program.
- Maintains the cleanliness of the department.
- Monitors resident/ patient intake and notifies appropriate person(s) of significant changes and/ or concerns.
- Provides the necessary service for facility catering functions.
- Assists in establishing a pleasant dining environment.
- Knowledgeable regarding the region's Therapeutic diets.
- Attends pertinent meetings/ in-services.
- Demonstrates a working knowledge of the Workplace Hazardous Materials Information System (WHMIS).
- Performs any other duties as are necessary and/ or assigned.

SPECIAL DEMANDS:

- Stands and walks most of the time.
- Transports meals/ food to various areas throughout the facility.
- Courtesy and tact in dealing with residents/ patients/ staff and visitors.
- Prepares and serves meals for special functions.
- Ability to adapt to last minute changes.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources

NOTE: Original Signed and Dated September 22, 2003