



**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

**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.



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

**Assistant Cook**

**POSITION SUMMARY:**

Under the direction of the Manager/ Coordinator of Food, Housekeeping & Laundry Services and the Cook, the Assistant Cook 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 Assistant Cook orders groceries/ supplies, performs inventory counts, ensures safe food handling techniques and promotes workplace safety and participates in pertinent meetings as deemed necessary.

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

**UNION:** MGEU – Facility Support

**QUALIFICATIONS:**

- Ability to follow written and oral instructions.
- Completion of grade XI or equivalent is essential.
- Minimum of three years commercial dietary experience, preferably in a health care setting or experience in quantity cooking.
- 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.

- Preparation of a variety of foods acceptable and enjoyed by all.
- Ability to satisfactorily maintain a high standard of service and cleanliness.

**DUTIES & RESPONSIBILITIES:**

- Prepares meals according to an established menu.
- Maintains the required standards of the department, and upholds and abides by the region's policies and procedures.
- Follows standardized recipes.
- Orders groceries/ supplies.
- Washes dishes/ pots.
- Assists in planning/ preparing meals for special occasions.
- Portions meals considering portion control and plate appearance.
- Serves residents/ patients/ staff and visitors in a respectful and caring way.
- 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.
- Maintains records as established.
- As a Team Member, takes an active role in the harmonious functioning of the department and the facility.
- 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 Food Services for catering functions.
- Knowledgeable regarding the Region's Therapeutic diets.
- Replaces staff as necessary.
- In the absence of Manager/ Coordinator of Food, Housekeeping & Laundry Services/ Cook, makes decisions on issues that may arise in the course of normal Food Services activities and that are in accordance with written policies and procedures.
- Attends pertinent meetings.
- 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.
- Ability to operate Food Services equipment.
- Courtesy and tact in dealing with residents/ patients/ staff and visitors.
- 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**