

**POSITION SUMMARY**

To assist with dietary tasks including preparing meals, serving meals in the dining room, and general cleaning duties; to assist with resident safety if required

**DUTIES AND RESPONSIBILITIES**

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Light cooking (evening meals)
- Assists with preparing and serving meals
- Cleans kitchen and kitchen equipment
- Washing dishes and maintains clean working area
- Cleans floors
- Assists in receiving and storing food orders
- Restocks fridge
- Labels and stores away leftover food
- Assists with setting tables
- Answers the telephone and residents calls
- Refills chemicals as needed
- Documents all necessary information in communication binder
- Completes general dietary and cleaning tasks to support department
- Participates in workplace inspections, department record keeping and creating safe work practices
- Assists residents requiring help

**SAFETY RESPONSIBILITIES**

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules, and legislation

**DRESS CODE**

- Casual attire; uniforms are acceptable
- Flat, non-slip, closed-toed shoes or runners (crocs, or any version of, are not permitted)
- Hair must be tied back and away from the face
- Aprons will be provided when in the kitchen
- No rings, nail polish or fake nails (unless gloves are worn)

## **ABILITIES, SKILLS AND EXPERIENCE**

- Ability to endure frequent periods of walking, standing, kneeling, crouching and reaching with hands and arms
- Ability to lift and/or move up to 25 pounds
- Strong organization skills
- Strong ability to understand written and spoken instruction
- Strong people skills
- Effective listener
- Skilled at problem solving
- Superior customer service skills
- Observant, able to detect changes in resident behavior, health or appearance
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Flexibility, enthusiasm and a positive attitude
- Approachable and friendly demeanor
- High standard of hygiene and personal appearance
- Desire to work with seniors

## **MINIMUM QUALIFICATIONS**

- High school education, or
- Three to six months related experience and/or training
- Food handler certificate is an asset