

Kitchen Aide - Nights

Job ID.
3.07

Dept. ID.
3.00

Dept.
Dietary

Reports to
Dietary Supervisor

Job Classification
Regular Full Time
Regular Part Time
Casual

POSITION SUMMARY

To assist dietary staff prepare for next day and complete general housekeeping 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:

- Assists in preparing meals
- Locks doors and activates alarms
- Folds and puts away all clean kitchen laundry
- Delivers newspapers
- Sets tables
- Stocks Snack counter
- Cleans kitchen area
- Answers phone calls
- Reports any necessary information or instructions to day staff
- 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
- Superior customer service skills
- Ability to complete reports, forms and correspondences
- Experienced in Housekeeping in a Lodge setting
- Ability to constantly improve and learn
- Ability to work independently
- Flexibility, enthusiasm and a positive attitude
- Desire to work with seniors

MINIMUM QUALIFICATIONS

- High school education, or
- Three to six months related experience and/or training, or
- Equivalent combination of education and experience
- Standard First Aid Training