

Dept. ID.
3.00

Dept.
Dietary

Reports to
Dietary Supervisor

Job Classification
Regular Part Time
Casual

POSITION SUMMARY

To assist with dietary duties including serving of the supper meal, cleaning and dish washing; 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 serving the supper meal
- Accounts for all residents at meals
- Monitors residents at supper and snack time (choking hazard)
- Prepares resident snack cart and serves snacks
- Clears, washes and sanitizes tables
- Cleans kitchen and washes dishes
- Dusts and cleans dining area, lounge area, entrance ways, administrative offices, hallways, bathrooms, and staff room
- Launders dining room laundry
- Locks and arm doors
- Writes up menu for next day lunch and supper on menu board
- Answers all pager calls and assists residents requiring help
- Notifies chain of command in case of emergency
- Finds replacement for staff when required
- Reports any necessary information or instructions to night staff
- Directs entertainment and accommodates, delivers cheques, and signs receipts
- Documents all necessary information in communication binder
- Completes general dietary and cleaning tasks to support department
- Completes additional tasks during outbreak scenarios
- Participates in workplace inspections, department record keeping and creating safe work practices

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 people skills
- Excellent verbal and written communication skills
- Strong ability to understand written and spoken instruction
- Ability to complete reports, forms and correspondences
- 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
- Approachable and friendly demeanor
- Flexibility, enthusiasm and a positive attitude
- 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; or equivalent combination of education and experience
- Food Handling certificate
- Standard First Aid course