

**POSITION SUMMARY**

Reporting to the Dietary Supervisor, the Dish Hand is a front-line team member primarily responsible for the maintenance and cleanliness of dishes, small wares, equipment; operation of dishwashers and other kitchen equipment, and ensuring that the kitchen and dining environment are maintained in a clean, safe and sanitary manner in accordance with Public Health and MHF established cleaning and hygiene standards and guidelines.

The Dish Hand will support the Dietary Department by providing necessary assistance to the kitchen and dining room staff.

**DUTIES AND RESPONSIBILITIES**

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

Dishwashing Duties

- Maintains dishwashing station, 2 compartment sink and related areas
- Completes temperature checks of equipment as scheduled and reports out of range temperatures
- Ensures all dishes, pots, pans, cutlery, glasses, equipment, and kitchen utensils are cleaned, sanitized and sorted
- Neatly stores away clean dishes, cutlery, beverage thermoses and small wares, pots and pans
- Cleans and sanitizes work areas
- Empties, cleans and refills dishwasher as required
- Cleans and stores Meals on Wheels containers

Kitchen Assistance Duties

- Prepares resident beverage carts
- Peels and prepares potatoes
- Serves dinner meal to residents
- Refills cleaning chemicals and tests and records sanitizer solution on templates
- Documents all necessary information in communication binder
- Completes general dietary and cleaning tasks to support department
- Performs other light maintenance and custodial tasks (sweeping, mopping)
- Empties garbage and disposes of recyclable material in designated bins

**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 50 pounds
- Strong organization skills
- Strong ability to understand written and spoken instruction
- Strong interpersonal skills, able to establish and maintain professional, effective and positive working relations
- Superior customer service skills
- 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
- Ability to stay calm under pressure
- 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 diploma preferred
- Previous experience working in a commercial kitchen/and or working in a supportive living facility is an asset
- Provide an acceptable criminal record check with vulnerable sector
- Food handling certificate is an asset