

Dining Room Personnel

Job ID.
3.05

Dept. ID.
3.00

Dept.
Dietary

Reports to
Dietary Supervisor

Job Classification
Regular Full Time
Regular Part Time
Casual

POSITION SUMMARY

To assist with dietary tasks including serving breakfast and lunch meals, cleaning up and washing dishes and other cleaning duties as assigned; 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:

- Makes coffee and tea and stocks snack counter
- Sets tables, plates desserts and beverages
- Checks that all residents are present for meals
- Prepares meal trays for rooms
- Clears, washes, and sanitizes tables after meals
- Washes and puts away dishes
- Serves snacks and meals
- Labels and stores away leftover food
- Cleans dining room floor
- Refills cleaning chemicals and sanitizer solution
- Answers pager calls (Resident emergencies) and assists residents requiring help
- 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
- Supervises Rehoboth worker

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 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
- Approachable and friendly demeanor
- Flexibility, enthusiasm and a positive attitude
- High standard of hygiene and personal appearance
- Desire to work with seniors

MINIMUM QUALIFICATIONS

- one month related experience and/or training; or equivalent combination of education and experience
- Food Handling certificate