



Hay River Health & Social Services Authority

3 Gaetz Drive, Hay River, Northwest Territories XOE 0R8

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-03-27, U-04-27, U-05-27, U-07-27, U-08-27, U-11-27, CA-1195	Dietary Aide	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Dietary	Manager, Dietary Services	H.H. Williams Memorial Hospital

PURPOSE OF THE POSITION

The incumbent performs duties related to the preparation and service of food for patients, residents, staff, volunteers, customers and other users of the Hay River Health & Social Services Authority in a manner consistent with high standards of food preparation and nutrition under the supervision of the Manager, Dietary Services to ensure safe and nutritious meals are provided.

SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Extended Care hospital, which also provides Ambulatory outpatient and emergency services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development centre building; Diagnostic Imaging & Laboratory Services; Medical and Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

The incumbent works as part of the Dietary team, under the direction of the Manager, Dietary Services, to provide meal service to patients and residents; 5 - 10 Meals on Wheels recipients, as well as approximately 15 - 80 cafeteria patrons for lunch meals and approximately 5 - 15

cafeteria patrons for supper meals. Failure to perform duties completely, safely, and promptly would directly effect the service delivery of the department, and may effect the well being and comfort of patients and residents.

RESPONSIBILITIES

1. Performs duties related to the service and distribution of safe and nutritious food including simple food preparation.

Main Activities:

1. Preparing breakfast meals, sandwiches, salads, nourishments, and beverages;
2. Assembling patients and residents meal trays in accordance to menu, diet specifications and portion control standards;
3. Stripping meal trays in preparation for dishwashing, operates dishwasher, soaks and washing heavily soiled items and putting clean dishes away;
4. Ensuring that all products are received, prepared, stored, and served according to temperature standards and departmental policies and procedures;
5. Operating a cash register;
6. Completing cash deposits as per departmental procedures;
7. Stocking the cafeteria and galleys as per departmental standards; and
8. Completing and recording preparation for special functions as required.

2. Responsible for the maintenance of a sanitary work area, equipment, and work techniques and adherence to safety rules, policies and procedures.

Main Activities:

1. Ensuring work areas are clean and in sanitary condition according to work schedules at all times;
2. Completing cleaning according to schedule;
3. Ensuring work area, equipment, and floor are clean before going off duty;
4. Operating kitchen equipment following safety rules and regulations of the department;

5. Following policies and procedures of the department as they relate to Sanitation and Food Safety; and
6. Ensuring assigned quality assurance audits are completed and reported to Manager, Dietary Services.

Position Role in Client & Staff Safety:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of food service equipment.

Knowledge of safety and hygiene in food handling.

Knowledge of cleaning and sanitizing procedures.

Reliable and able to work with minimal supervision.

Effective communication, interpersonal, and organizational skills.

Must have ability to read, interpret and comprehend menus, procedures, recipes, etc.

Customer service focused.

These skills generally are acquired through previous related experience and on the job training.

WORKING CONDITIONS

Physical Demands

There are significant physical demands required of this position including heavy lifting, carrying heavy items, constant standing or walking, moderate amount of bending as well as frequent repetitive movements. As well, the incumbent will be dealing with hot equipment, food and potentially dangerous cleaning chemicals.

Environmental Conditions

The incumbent works in an environment that can be either hot, cold, humid and noisy at times. He/she works with WHMIS controlled products as well as with kitchen equipment including knives, meat slicer, and other equipment that may cause injury if not properly used.

Sensory Demands

No special sensory abilities required

Mental Demands

A healthcare environment can be stressful for patients, residents, staff and/or visitors and the incumbent may encounter people in difficult or dangerous situations and be required to react in a professional and timely manner. Stress is caused by the constant noise of the area as well as the need to insure errors are not made in the preparation and delivery of food. The incumbent will also need to work with strict deadlines and occasionally difficult customers.

CERTIFICATION

Position Number:

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Director/Chief Executive Officer Signature</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	<hr/> <p>Date</p>

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

Revised: July, 2002
November 2009 – editorial changes