



DIETARY AIDE FAIRMOUNT HOME

POSITION SUMMARY

The Dietary Aide is responsible for the safe and effective preparation, delivery and service of meals and nourishments to the residents of Fairmount Home. The Dietary Aide ensures appropriate cleaning and sanitization of all equipment and food service areas. The Dietary Aide will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Food Services and the Cook, as assigned.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Gentlecare™ Philosophy

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes; performs the responsibilities of the position consistent with the Operational policies of the County of Frontenac (County) and Fairmount Home
- Ensures residents receive their meals and nourishments in a timely and safe manner
- Ensures kitchen is clean; equipment and food preparation areas are sanitized daily following Hazard Analysis and Critical Control Points (HACCP) system and Fairmount policies and procedures
- Prepares and handles food items, equipment, dishes, etc., in accordance with sanitary regulations and departmental procedures
- Prepares and clears dining tables and trays
- Transports food and dietary equipment within the Home
- Assists Cook with putting away food orders, as required
- Cleans dishes, pots, dietary equipment and furniture, kitchen and servery areas, etc.

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, wearing the applicable personal protective equipment (PPE), reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety

- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Grade 12 diploma; Food Service Workers Certificate, preferred
- Completion of the Ministry of Health and Long-Term Care approved Food Service Workers Certificate Program or enrollment in the next available program upon hiring; must successfully complete within three (3) years of hire, as per the requirements of the Long Term Care Homes Act
- Experience in dietary services in an industrial or institutional setting an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding and commitment to the Gentlecare™ philosophy
- Demonstrated understanding, acceptance and commitment to promoting the Home's mission, vision and values
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department
- Demonstrated strong communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/residents and the public
- Demonstrated respect for individual differences and competencies
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Demonstrated commitment to client/resident-centered service/care
- Ability to problem solve using factual information
- Demonstrated basic computer proficiency including knowledge of Microsoft Office Suite of products (Outlook) and the ability to use other software applications applicable to the position (e.g. work order software and patient care software)


- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Standing or walking for extended periods during a shift
- Ability to lift up to 25 pounds
- Bending, lifting, reaching required
- Possible exposure to heat/cold temperatures
- Possible exposure to noise
- Possible exposure to dirt/dust
- Required to work day, evening and/or night shifts

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	February 22, 2018

