

## **Job Description: Dietary Aide**

**Pinecrest Nursing Home**

Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the electronic version of the Policies, Procedures and Processes for the most current versions of the documents in effect.

### **Subject: Dietary Aide Job Description**

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Pinecrest will provide accommodation during the recruitment and selection process if requested.*

### **Job Summary:**

The Dietary Aide provides nutritional care to Residents under the direction and supervision of the Food Service Supervisor or delegate. The Dietary Aide is a member of the Resident care team following established Home policies and procedures and appropriate legislation. Is responsible to the Food Service Supervisor.

### **Primary Duties And Responsibilities:**

- Serve food to Residents according to individual diets and preferences. Maintain food at safe serving temperature.
- Assist in food preparation, particularly breakfast preparation, salads, vegetable and fruit prep and basic desserts.
- Set and clear tables and trays, load and operate dishwasher. Clean pots, pans and cooking utensils as per procedure.
- Complete cleaning of dietary space and equipment as scheduled, according to Home procedures.
- Participate in proper storage and labeling of dietary supplies and food, including leftovers.
- Adhere to established departmental policies, procedures regarding quality assurance, fire, safety, environment and infection control.
- Assist in assembling and clearing nourishment carts
- Participate in facility meetings as assigned. Attend in-service education programs.
- Review Communication Book and posted menus at the start of each shift.
- Adhere to dress code.
- May participate in committees and meetings as assigned.

### **Resident Health and Safety**

Adhere to Pinecrest Nursing Home Resident safety procedures including verification and checking procedures as well as infection control and prevention procedures. Maintain open lines of communication with Residents, family members, supervisor and fellow staff to maintain highest quality level for Resident safety. Report Resident safety incidents and suggest improvements to supervisor.

### **Staff Health and Safety**

Adhere to Occupational Health and Safety Act and Pinecrest policies and procedures including wearing of the required personal protective equipment. Report all hazards, incidents or hazardous conditions to immediate supervisor. Attend and participate in required health and safety training.

### **Attendance Statement**

Regular and reliable attendance is required of every employee of Pinecrest Nursing Home. Each staff is responsible for maintaining a safe and healthy lifestyle to support the highest level of attendance at work. Any absence from work will be reported immediately.

**Skills And Knowledge:**

- Must have successfully completed, or be enrolled in the Food Service Worker training program (and complete within three years, or will no longer be employable) OR;
- Have the appropriate skills, knowledge and experience (as determined by the licensee) in the fields of institutional, health care, restaurant or hospitality food service to perform the duties required of the position.
- Must have safe Food Handlers certificate
- Willing to accept direction and limitations of position.
- Willing to complete repetitive tasks.
- Able to stand for long periods of time
- Must understand and practice principles of safe food handling and hygiene.
- Should feel comfortable with elderly individuals.
- Ability to read and write English as well as understand simple verbal and written instructions in English
- Previous experience in Food Service an asset.
- Familiar with regulations pertaining to WHMIS.
- Ability to work safely, following established safety practices and procedures.
- Able to do moderate to heavy lifting
- Basic knowledge of computers
- Available to work days, evenings, weekends and statutory holidays
- Able to work in a team environment

**Supervision And Direction Received:**

The Dietary Aide is supervised directly by the Food Service Supervisor or delegate and indirectly to Registered Staff in charge.

The foregoing description reflects the general duties 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 position

Apply to Rebecca Longfield, Food Service Supervisor

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