**Job Description: DIETARY AID**

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1. **PURPOSE/OBJECTIVE**

To provide standardized role description of responsibilities. This position assists with food preparation and meal services.

**2.0 JOB SUMMARY:**

The **Dietary Aid,** under the direction of the [role of person responsible],assists with food preparation including washing, preparation and delivery of food. Provides meal service including serving of meal, clean up and dishware washing. Ensures maintaining work areas in a safe and sanitary condition within established standards at all times.

**3.0. FUNCTION:**

Support food service of nutritious meals and snacks within a team environment reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/regulation/standards}.

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* Grade 12 or High School completion equivalent
* Safe Food Handling Certificate

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience in large quantity food preparation in seniors setting/health care setting.
* Serving experience.
* Knowledge of special and therapeutic diets.
* Operation of commercial kitchen equipment.
* Experience working with seniors in the community health services setting.
* Strong communication, teamwork skills
* Organizational and time management skills
* Ability to effectively work independently and within a team
* Ability to read, write and communicate in English

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 50 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 100 lbs
	+ Standing for prolonged period of time
	+ Frequent walking covering long distances
	+ Repetitive motion tasks with upper and lower body

**4.0. DUTIES AND RESPONSIBILITIES:**

List the duties and responsibilities required for your organization in this role such as:

* Practice safe food handling throughout and at all times.
* Assist cook in food preparation (vegetable, meats, sauces, soups, desserts for meals and snacks) and meal service within a scheduled time.
* Food service to [patients/residents/clients].
* Setting and clearing dining room and service areas.
* Clean and sanitize kitchen, dining and service areas; sweeping, mopping, washing tables/chairs and remove garbage.
* Washing dishes, cleaning and sanitization of food delivery tools and equipment by placing items in dishwasher, removing clean items and placing dishes in appropriate area.
* Clean and record cleaning of various kitchen equipment such as range hood and canopy.
* Assist with catering, special occasions, and themed events.
* Unpacking and putting away food supplies.
* Collection and disposal of kitchen and serving room waste.
* Maintain confidentiality of [patient/resident/client] information.
* Relay [patient/resident/client/family] concerns to supervisor [identify whom this individual will be in your organization]
* Observe and report on [patient/resident/client] changing food habits, behaviours or condition to appropriate individual(s) [list whom that might be within your organization for this position].
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members to fulfill Occupational Health and Safety standards and values.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Aware of emergency response responsibilities and respond to such emergencies.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Adheres to infection control guidelines and practices and procedures.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Use equipment and supplies according to established standards and procedures;
* Maintain and promote a safe working environment at all times.
* Refrain from or participate in workplace harassment and/or violence

**9.0** **Occupational Job Hazards**

List the occupational job hazards (ensure that high hazards are included) for this role such as:

* Frequent manual handling requires heavy lifting, pushing or pulling and other handing manoeuvres which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
	+ Lifting boxes or crates of food
	+ Cary pots or stacks of plates
	+ Moving equipment
	+ Handling containers of drinks
	+ Unloading food and drink deliveries
	+ Cutting and deboning (meat, poultry or fish)
	+ Reaching for items on shelves or in walk-in fridges
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Regular standing and walking for lengths of time can increase forces on muscles and tendons contributing to fatigue.
* Floor contamination such as spillages of water, sauces, oil, flour, and wet floors from cleaning can result is slips.
* Obstructions in walkways, including cables, boxes, crates, bins, cleaning, equipment can result in trips.
* Working with [patients/residents/client] requires close and frequent contact resulting in exposure to bacteria, viruses, bodily fluid, and/or noxious agents increasing risk of acquirement illness and/or infection.
* Exposure electrical equipment, cords, and outlets can increase exposure to burns and electrical shock.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:

* General Orientation
* WHIMIS
* [Organization’s Name] **Dietary Aide** orientation program; including # of supervised shifts

Site Specific training