



HUMAN RESOURCES MANUAL

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STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Dietary Services
JOB TITLE: **Dietary Aide**
REPORTS TO: Cook and/or Dietary Supervisor

JOB SUMMARY:

As a valued interdisciplinary team member the Dietary Aide, under the direction of the Cook and/or Dietary Supervisor, assists with food preparation including washing, preparation and delivery of food and ware supplies. Assists in the receiving, distribution, storage and maintaining of stock and supplies. Treats residents with dignity and demonstrates an attitude of caring. The Dietary Aide ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs the day-to-day food services activities related to the preparation and provision of meals to residents. This includes less complex food preparation as requested and meal/nourishment service set-up and delivery.
2. Assists residents as required.
3. Performs the day-to-day food services activities related to the ware-washing of supplies, and cleaning of the kitchen and all other dining areas in the Home including the food servery and dining rooms on each resident Neighbourhood.
4. Keeps work areas clean, neat and tidy.
5. Assists in receiving, distribution and storage of supply deliveries.
6. Supports the equipment control system reporting all maintenance issues of food preparation and distribution equipment to the Cook.
7. Makes recommendations to improve efficiency and work flow in meal preparation and provision of meals to residents.
8. Participates in, and supports the Quality Improvement, Risk Management, Occupational Health and Safety, WHMIS, and Infection Prevention and Control programs.
9. Attends meetings and in-services as applicable.
10. Performs other related duties as assigned.



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HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

Grade 12; food service preparation experience preferred.

SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Ability to follow written and oral instructions, learn procedures and follow routine processes.
- Physical ability to carry out the duties of the position.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

Requires a significant amount of walking, sitting and standing throughout the shift. A frequent amount of squatting, bending, kneeling and reaching.

HEALTH AND SAFETY RISKS – ENVIRONMENT

Physical: Strain on shoulder, neck and back, cuts/scrapes, burns
 Environmental: Draught, dust exposure, using equipment with moving parts
 Chemical: Equipment cleaners
 Biological: Exposure to communicable diseases i.e. colds, influenza, GI
 Radiation: Remote



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STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Laundry Services
JOB TITLE: **Laundry Aide**
REPORTS TO: Support Services Supervisor

JOB SUMMARY:

As a valued interdisciplinary team member the Laundry Aide, under the direction of the Support Services Supervisor, collects, sorts, launders and returns laundry to source in the Home including resident and site laundry, following infection prevention and control guidelines and laundry equipment procedure. Treats residents with dignity and demonstrates an attitude of caring. The Laundry Aide ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Collects soiled linens as required (including residents' personal laundry, bed and flat linens, kitchen linens), sorts, washes and dries following laundry equipment instructions and delivers folded and sorted clean linens back to source as per Home's procedure.
2. Within the laundry room, follows 'dirty' and 'clean' protocols to meet all infection and prevention policy and procedure guidelines to prevent clean laundry contamination.
3. Ensures laundry equipment is clean and reports any equipment needing repair to the supervisor, Maintenance and/or the Site Leader.
4. Understands and uses Infection Prevention and Control PPSL procedures and Universal Precautions in handling body fluid.
5. Assists in the orientation and sharing information with new staff, students, and other members of the interdisciplinary team.
6. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
7. Assists residents in preventing and/or finding lost laundry.



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8. Maintains a safe environment for residents, significant others and staff by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines. Reports unsafe conditions and malfunctioning equipment to the manager.
9. Performs other related duties as assigned.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

Grade 12; experience working in a commercial laundry an asset.

SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.

EQUIPMENT USED:

- Computer, facsimile and photocopier

PHYSICAL DEMANDS:

MUST on a daily basis: be able to stand, lift, bend, stoop, kneel, squat, climb ladders, use stairwells, operate self-powered equipment, carry up to 9.1kg, push/pull object of 23kg. Look over both shoulders, use both arms at full length, works with arms above the shoulders, use vibrating tools, have full use of both hands, work in hot environment, and walk 330ft/90m. or longer distances on even surfaces.



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HEALTH AND SAFETY RISKS – ENVIRONMENT

- Physical: Strain on shoulder, neck and back, eye strain, cuts and scrapes, electrical shock.
- Environmental: Draught, dust exposure, working alone situation, exposure to varying temperatures
- Chemical: Chemical exposure
- Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
- Radiation: Light exposure