



# 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 Park Place 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 Park Place 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 equivalency; 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, heat, dust exposure, using equipment with moving parts  
 Chemical: Equipment cleaners  
 Biological: Exposure to communicable diseases i.e. colds, influenza, GI  
 Radiation: Remote