



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-12
Section	Role Description	Date	March 2018
Guideline	Dietary Aide	Page #	Page 2 of 2

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:

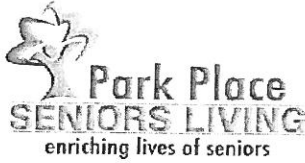
Computer, facsimile and photocopier

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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