



FOOD & NUTRITION SERVICES MANUAL

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DEPARTMENT: Food and Nutrition Services

JOB TITLE: **Dietary Aide**

REPORTS TO: Cook and/or Dietary Supervision

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 workflow 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 Seniors Living 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.



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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