



NIAGARA INA GRAFTON GAGE VILLAGE

FOOD SERVICES MANUAL

SECTION: Organization	NUMBER: FS-02-03-03
SUBJECT: Position Description - Dietary Aide	PAGE 1 OF 2
DATE OF ORIGIN: March 2001	REVISED: May 2011

1.0 POSITION TITLE

Dietary Aide

2.0 RESPONSIBLE TO

Manager, Food and Environmental Services

3.0 POSITION SUMMARY

Report to Manager, Food and Environmental Services. Perform a variety of food services duties related to the preparation and serving of food at Niagara Ina Grafton Gage Village.

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

- .1 Set and clear tables.
- .2 Arrange and deliver prepared food to tables; serve meals.
- .3 Store food services supplies and linens.
- .4 Wash and disinfect tables, chairs, cupboards, counters, walls, and food carts in kitchen and serving areas.
- .5 Operate, clean, and disinfect equipment such as meat slicer, deep fat fryer, steamer, blender, microwave, coffee machine, food grinder, garbage pails, and food containers.
- .6 Sweep and wash floors in kitchen, dishroom, and serving areas.
- .7 Disassemble, clean, disinfect, and reassemble dishwashing machine.
- .8 Clean, disinfect, and stock walk-in fridge, freezer and storage facilities.
- .9 Dispose garbage.
- .10 Train new Dietary staff.
- .11 Assist in the preparation of food for regular and modified diets, resident nourishments, special functions, non-resident meals and snacks.
- .12 Respond to emergency evacuations by transporting able and disabled persons.

REVIEWED: _____

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.13 Portion Meals on Wheels foods according to menu specifications.

.14 Performs other duties as assigned which are directly related to the major responsibilities of the job.

5.0 ENVIRONMENTAL FACTORS

.1 Able to work in an area where the temperatures can change drastically.

.2 Able to walk on different floor surfaces safely.

.3 Exposure to unpredictable resident behaviour.

.4 Exposure to plants, cleaning agents, etc.

6.0 PHYSICAL DEMANDS

.1 Constant (67 – 100% of shift) standing and walking.

.2 Occasional (0-33% of shift) inanimate lifting up to 50 pounds, carrying, wrist motion, crouching, reaching above/below shoulder, reaching backward.

7.0 QUALIFICATIONS REQUIRED

.1 Dietary Aide Certificate.

.2 Safe Food Handler's Certificate (completed every five years).

.3 Grade twelve (12) Diploma.

.4 Ability to read and understand written and verbal instructions in English, independently.

.5 Demonstrate excellent interpersonal skills.

.6 Be able to physically perform the duties and responsibilities assigned.

8.0 QUALIFICATION DESIRED

Experience working with the elderly.