Food Service Worker/Dietary Aide Position Description

Position:	Food Service Worker/Dietary Aide
Location:	All CARECORP Service Sites
Department/Unit:	Support Services
Position ID No:	2014-013
Status:	Casual/Part-time/Regular Full Time

Position Summary

With the direction of the CARECORP Support Services Manager or designate, the CARECORP Food Service Worker/Dietary Aide performs a variety of duties in relation to the preparation and distribution of meals. Performs other related duties such as washing dishes and utensils and cleaning kitchen and dining room areas according to existing policy and procedures.

This position works in a fast-paced environment to promote a harmonious, high performance work culture that employs engaged and committed employees.

Key Duties & Responsibilities

- Performs all duties in relation to the serving and distribution of food. Ensures that food is served in accordance with the dietary requirements of the residents.
- Sets up trays for meals served in residents' rooms.
- Serves meals according to meal plan serving lists in dining rooms. Stocks serveries with supplies.
- Makes beverages and food items such as tea, coffee and toast; assembles items such as sandwiches and salads.
- Washes, peels and stores vegetables and fruit.
- Strips, racks and washes items such as dishes, pots, pans and utensils; operates dishwashing machine; stacks clean dishes and utensils; sets, clears and cleans dining tables.
- Performs cleaning duties such as sweeping and damp mopping floors, cleaning counter tops, sinks, machines and equipment and spot washing walls an splash areas; removes garbage as required.
- Performs clerical duties such as answering the telephone, writing information on menu board.
- Checks and restocks all food service supplies as required, notifies supervisor of any shortages.
- Communicates with supervisor regarding problems/difficulties regarding residents eating; records intake when necessary.
- Reports unsafe or faulty equipment to the designated supervisor.
- Performs other related duties as assigned.

Working Conditions

- Extensive walking and standing with some lifting and working in awkward positions required
- Exposure to heat from kitchen area.
- Exposure to noise, cleaning agents, and wet floors.
- Some stress related to time pressures, deadlines and reliance on outside services for reqular delivery of food items.
- Occasional irregular and extended hours.
- Lifting alone, maximum 50 lbs., (5 – 25 lbs usual)

- Pushing/pulling, using wheeled equipment such as carts, trolleys with contents that weigh a maximum of 100 lbs.

Skills & Abilities

- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work as a team member and to work effectively with others.
- Ability to support a respectful workplace environment.
- Basic computer and keyboarding skills.

Qualifications and Competencies

- Grade 10 or an equivalent combination of education, training and experience.
- WHIMS certificate.
- Food Safe certificate.