



## **JOB DESCRIPTION**

**Title:** **Dietetic Aide**

**Summary:** Assists the Cook in the preparation and serving of food for patients, staff and visitors. Performs a variety of cleaning related duties.

### **Responsibilities:**

1. Performs food preparation tasks as assigned by the Cook such as cleaning, peeling, chopping, dicing and slicing food products while keeping waste to a minimum.
2. Follows portion control guidelines when serving food to patients and staff.
3. Assembles and places food items on patient trays following the master menu and food allowances for therapeutic diets.
4. Portions soup and beverages for patients.
5. Assists in the portioning and packaging of the Meals on Wheels Service.
6. Follows patient's food likes and dislike records when setting up trays.
7. Delivers meal trays to the Medical Unit and the Emergency Room.
8. Restocks the diet kitchen on each patient care unit with nourishments.
9. Follows sanitation practices when preparing and serving food.
10. Serves at the staff food cart.
11. Comply with all department standards for food quality.
12. Completes assigned cleaning duties according to the standard cleaning schedule.
13. Follows procedures for preparing dishes and utensils for cleaning in the dish- washer; washing and proper storage of dishes following the cleaning procedure.
14. Reports malfunctioning equipment to the Food Service Team Leader or the Cook.
15. Follows recycling procedures.
16. Follows WHMIS procedures.
17. Checks and unpacks grocery orders upon arrival and records low stock items.
18. Follows Occupational Health and Safety directives in the application of personal protective equipment.
19. Reports accidents and hazardous situations to the Cook.
22. Contributes to Patient Safety initiatives of the Department.
23. Performs any other related duties as assigned.

### **Principle Accountabilities:**

In addition to the general requirements of the Hospital for reliable attendance, timeliness and personal conduct and consistent with all Hospital and Department policies and procedures, the incumbent is expected to:

**Client Safety** - It is everyone's responsibility to identify, reduce and manage risk. Information will be shared about potential risks and to improve services. When incidents do occur, they are identified, reported and recorded in a timely way so ongoing improvements can be made.

**Health and Safety** - It is every employee's responsibility to perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations, and all SFMH policies and procedures related to Occupational Health and Safety. Staff must be fully knowledgeable of all worker responsibilities under the *Occupational Health & Safety Act*, and the Hospitals' Health & Safety plans,

policies and procedures; continually demonstrate commitment to these and ensure compliance to create a healthy and safe environment for staff and self; and attend Health and Safety in-services and take action to address unsafe conditions and procedures.

Ethics - All SFMH staff must comply with the MCCH Joint Ethics Statement Submissions

PHIPA - Staff will uphold the ethical and legal responsibility to maintain the confidentiality and privacy of client health information obtained while providing care, in accordance with the Personal Health Information Protection Act (PHIPA).

Code of Conduct - Staff will establish and maintain respectful, collaborative and professional relationships that include relationships with colleagues, health care team members and employers. Professional relationships are based on trust, respect and by upholding the code of conduct as set out by St. Francis Memorial.

CQI - Staff will contribute to and participate in the hospital-wide Continuous Quality Improvement Program by assisting to implement changes as required to improve services and enhance departmental efficiency.

Emergency Preparedness - Be fully knowledgeable of the Disaster Manual to understand the actions expected.

Professional Standards - Maintain all necessary qualifications and certificates and ensure all professional standards and legislation requirements are met.

**Qualifications:**

F.S.W. Certification

Must be able to read and write, and follow oral and written directions.

Minimum of one (1) year basic work experience in the food service industry

Demonstrated ability to work competently and maintain standards without direct supervision

**Job Relationships:**

Works under the direction of the Food Services Team Leader, or in her absence, the Cook.

Responsible to the Food Services Team Leader

Reports to the Director of Operations

Initiated by: Dietary Department Manager  
Date: 1987-11-10; R 1989-08-29; R 1998-06-29; R 2004-09-23,  
R 2008 03 12, R 2017 08 24