

JOB DESCRIPTION

Section 1 - Tombstone Data

09-OG-06

Position Number	
Position Title	Dietary Aide
Incumbent	Vacant
Supervisor's Title	Program Manager
Supervisor's Position Number	15-170
Department	Health and Social Services
Branch/Unit	Continuing Care
Location	Whitehorse
Date Completed	March 12, 2002
Medical Clearance Required?	Yes, and TB testing
Security Clearance Required?	Yes

Every action and decision performed by this position is founded on respect for the residents, for the promotion of their dignity, individual freedom, choice and lifestyle, and meaningful quality living. The goal of this position, as is for all of the Continuing Care team, is to create a feeling of home and belonging for all who live in Yukon Continuing Care facilities by being responsive to the uniqueness of each resident.

Section 2 - General Summary

Assists with the serving of meals to residents of a long-term care facility and maintains a high level of sanitation and safety in the kitchen and food service areas.

Section 3 - Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position is one of several indeterminate and auxiliary Dietary Aide positions who report to either a Program Manager, who reports to the Director, Continuing Care (15-711), or to the Cook Supervisor (15-176) who reports to the Manager, Facility Support Services (101257). Technical direction will be received from the Cook Supervisor. Peer positions are Registered Nurses, Licensed Practical Nurses, Nursing Home Attendants, Domestic Aides and Therapy Assistants.

Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)

- ◆ assists cook with food preparation and loading of food carts.
- ◆ assists with serving meals and snacks (e.g. peels and cuts vegetables, delivers trays, assembles place settings), and ensuring good food presentation respecting residents' likes, dislikes, or special diets on a daily basis and during special events.
- ◆ washes, dries and puts away dishes, utensils, pots and pans (this includes inspecting for damage such as chips and cracks, destaining dishes).
- ◆ cleans a variety of equipment and surfaces in the food preparation and service areas (e.g. fridge, stove, dishwasher, sinks, floors, spills, walls, storeroom).
- ◆ moves deliveries of stock from storage to kitchen area and puts them away.
- ◆ reports to the appropriate team member observations made during the course of one's regular duties of changes to residents appearance, behaviour and mobility.
- ◆ assists residents with their activities of daily living (e.g. transfers from wheelchair to sofa, feeding, dressing, social activities) as required.
- ◆ attends in-services and meetings of the transdisciplinary team.
- ◆ Implements emergency safety procedures in the event of situations such as a resident fall, fire alarm (position has an assigned role to carry out in those instances)

Section 5 - Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- ◆ This position is part of a transdisciplinary team (Cooks, Registered Nurses, Licensed Practical Nurses, Nursing Home Attendants, Domestic Aides, Physiotherapists, Occupational Therapists, Recreation Therapists, Therapy Assistants, Speech Language Pathologist, Social Workers, First Nation Liaison Worker, residents) serving each resident/client and provides input and participates in the development of a plan of care.
- ◆ Contacts with residents to serve meals/snacks and assist with activities of daily living in a manner that respects their privacy and dignity.

Section 6 - Problem-Solving

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. Position must maintain sanitation and safety standards (WHMIS, Food Safe) which involves following established procedures and schedules for cleaning (e.g. food handling, appropriate cleaning agents, water temperature, frequency).
2. Position must use proper lifting techniques when lifting and handling heavy objects, and while assisting with resident transfers.
3. Position must be observant and report changes or unusual occurrences in residents' appearance, behaviour, and mobility to the transdisciplinary team.

Section 7 – Specific Accountabilities

1. Describe final decisions regularly made for which the incumbent is held accountable.
 - ◆ when standards of sanitation and cleanliness have been met.
 - ◆ ensuring that appropriate meals and snacks are given to residents, including the correct therapeutic diet plates.
 - ◆ When/how to re-organize its day to assist team members and/or residents
 - ◆ when to report supply shortages and equipment in need of repair.
 - ◆ when to dispose of damaged dishes

2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?
 - ◆ residents receive meals and attention in a timely and respectful manner.
 - ◆ food services areas are maintained to established safety and sanitation standards.

Section 8 - Budget

Not applicable.

Section 9 - Working Environment

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

1. Physical Effort

Position lifts food insert trays into steam table (average of 3 pounds each two times per day); lifts trays of dishes, pots and pans when loading and unloading the dishwasher (10-20 pounds, 3 times per day for periods of one hour each); lifts supplies when putting orders away (boxes weighing 5-35 pounds each, once per week for approximately fifteen minutes). Position stands approximately 95% of the day, and on occasion will assist a co-worker or family member with the residents' activities of daily living. Cleans food services areas for one and one-half hour periods two to three times per day, requiring bending/reaching.

2. Physical Hazards

There is a potential for accidents to occur from daily exposure to steam and hot water from the dishwasher and sharp objects (e.g. knives), but attention to task at hand and following procedures reduce that likelihood.

3. Discomfort

The temperature of the facility is maintained at approximately eighty degrees Fahrenheit, which may cause some discomfort. There is some exposure to infectious diseases, animals in the Pet Therapy Program and to second-hand smoke from residents, which may also cause some discomfort. There is some potential for exposure to emotional, physically abusive, and/or dissatisfied residents/clients.

Section 10 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Director of Human Resources:</u> (Comments)</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Deputy Minister:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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