



POSITION DESCRIPTION

POSITION TITLE:	DIETARY AIDE – STUDENT HELPER
DEPARTMENT:	SUPPORT SERVICES
CLASSIFICATION:	DIETARY AIDE – STUDENT HELPER
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, SUPPORT SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager, Support Services and Dietary Aide, the Dietary Aide – Student Helper performs assigned routine duties related to the service of food to patients, staff, volunteers/Meals on Wheels/ and catering functions as per policies and procedures of the Support Services department. The Dietary Aide – Student Helper maintains a safe and clean environment and participates in pertinent meetings as deemed necessary.

The position of Dietary Aide – Student Helper functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Maintains the standards of the department and upholds and abides by the facility's policies and procedures.
- Under direction of the Dietary Aide, places patients meals and beverages on trays.

- Follows safe food handling techniques.
- Transports patient food wagon to and from ward.
- Ability to use the dishwasher, ensuring safe practice.
- Washes dishes, pots, counters and trolleys.
- Communicates equipment and supply needs.
- As a team member, takes an active role in the harmonious functioning of the department and the facility.
- Maintains records as established.
- Dry and wet mop kitchen floor
- Maintains the cleanliness of the department.
- Provides the necessary service for delivery and pickup of facility catering functions.
- Attends pertinent meetings/ in-services.
- Demonstrates a working knowledge of the Workplace Materials Information System (WHMIS).

SPECIAL DEMANDS:

- Stands and walks most of the time.
- Transports meals/food to various areas throughout the facility.
- Courtesy and tact in dealing with patients/ staff and visitors.
- Ability to adapt to last minute changes.
- Ability to keep patient's matters strictly confidential and exercise courtesy and cooperation towards patients, families, visitors, coworkers and other staff members.
- Care displayed in completing assignments.
- Ability to satisfactorily maintain a high standard of service and cleanliness.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Must be a high school student (high school ends August 31 of the year the student completes grade 12)
- Minimum age requirement is 16

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

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SKILLS/COMPETENCIES:

- Ability to follow written and oral instructions.
- Ability to operate required equipment.
- Ability to maintain positive working relationships.

- Ability to meet the physical and mental demands of the job.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: _____
Date

Revised: _____
June 2015
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.