

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA OR WENTWORTH LODGE – FOOD SERVICES - LOCATION – 701 UPPER SHERMAN AVE., HAMILTON OR 41 SOUTH ST. W., DUNDAS)

DIETARY AIDE - CUPE 5167 (LODGES UNIT)

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reports to the Director, Food Services at Macassa Lodge or Wentworth Lodge. Performs a variety of food service duties related to the preparation and serving of food at Macassa or Wentworth Lodge.

GENERAL DUTIES

Load re-therm carts with previously prepared and chilled food, such as entrées, vegetables, soups and cereals to be re-thermed.

Assist in preparation of special functions, and non-resident meals.

Deliver prepared food to serving areas, serve meals.

Complete resident intake forms for residents as required by Dietitian.

Prepare and deliver snacks for nourishments which may include computer documentation.

Operate, clean and disinfect equipment such as gas ovens, regular convection ovens, grills, institutional dishwashing machine, steamer, waste-disposal, juice and, coffee makers; reports malfunctions.

Set and clear tables.

Deliver supplies to serving areas and wing kitchenettes.

Wash and disinfect tables, chairs, cupboards, counters, walls, steam tables, food carts, refrigerators, pots and cooking utensils.

Train new dietary staff.

Sweep floor in kitchen, serveries and dining areas.

Dispose of garbage.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must possess Food Service Worker Certificate from an established College or a registered private career college in Ontario or be enrolled in the program. A post secondary diploma or degree in Food/Nutrition Management, Food Nutrition or Cooks/Chefs who have a diploma from an established college an asset. If currently enrolled in a Food Service Worker program, must provide proof of enrolment.
2. Previous demonstrated related experience in preparing and serving food for large groups in a large-scale food service setting, preferably in healthcare.
3. Must possess practical knowledge and skills related to preparing and serving food normally acquired through previous experience in an institutional or healthcare food service environment.
4. Demonstrated ability to read and understand written and verbal instructions for the operation of simple equipment and the ability to absorb a suitable course of in-service training.
5. Must be physically capable of performing food services tasks which includes lifting/carrying up to 18 kg, pushing/pulling force up to 22 kg, reaching, walking, and standing for the duration of the shift.
6. Must be a self-motivated, self-directed worker who requires minimal supervision with the ability to multi-task duties and work under pressure.
7. Ability to make accurate mental calculations for portion sizes and number of dishes required.
8. Ability to read menu modifications, policies and procedures, manuals and work assignment sheets.
9. Ability to write notes on residents eating habits, audit forms and temperature survey sheets.
10. Demonstrated ability to respond pleasantly and professionally to demands.
11. Must be team oriented, possess effective communication skills and have a genuine desire to work with the elderly. Should possess a patient and understanding personality.
12. Ability to participate as an effect team member as well as the ability to work independently.
13. Demonstrated knowledge and understanding of the Resident's Bill of Rights and Compliance Standards a set out by the Ministry of Health and Long Term Care preferred.
14. Tuberculosis (TB) test and annual influenza immunization is required.
15. Must possess or be able to obtain Food Handlers Certificate/Safety Awareness Program as offered by the Public Health Services within 60 days of employment. Once obtained the Certificate must be renewed minimum every 5 years.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
