



## NUTRITION, FOOD SERVICE & DINING IN LTC

### **SAMPLE - Job Description Food Service Worker/Dietary aide**

#### **POLICY:**

The Food Service Worker (FSW) or Dietary Aide performs assigned duties related to the preparation and service of meals, nourishments, and other foods. The FSW is an important member of the Nutritional Care and Dietary Services department and is accountable to the Nutrition Manager.

#### **ROLE:**

The FSW / Dietary Aide is responsible for the following:

#### **Key Responsibilities:**

- Provide resident-focused nutrition and food related care and services to help residents maintain or improve their health and well-being.
- Set tables in Long Term Care dining rooms and prepare food and drinks to provide residents with all meal and nourishment related food and non-food items according to the menu and individual plans of care for residents' pleasurable dining.
- Prepare certain food items for residents including bread, toast, coffee, tea, and desserts, etc. for meals.
- When serving food and fluid, follow Residents' plans of care including but not limited to therapeutic diets, textures, fluid consistencies, portion sizes etc.
- Use appropriate utensils and serving tools to portion food items.
- Take and record temperatures of all food items just before and after meal service and ensure foods are served at correct temperatures.
- Take and record temperatures of food storage areas as required.
- Clear and clean tables after meals.
- Wash, rinse, sanitize and store dishes, cutlery, pots, pans, utensils and other food-related equipment after every meal, allowing all washed items to air dry.
- Take temperatures during dish and pot washing and check sanitation strength to ensure clean cookware and tableware and maintain effective infection control. Notify the Nutrition Manager/take corrective action as required.
- Keep equipment and food service environments clean and complete cleaning schedule as required.
- Assist in receiving and storing food and non-food deliveries, following food safe practices, and including first in-first out storage. Store all foods in their assigned locations.
- Clean floors in all areas of the kitchen and serveries.





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- Use chemicals safely using Personal Protective Equipment (PPE) and following Safety Data Sheets (SDSs)
- Communicate with Nutrition Manager related to problems or work-related needs.
- Participate in special occasions, theme days, holiday meals, and other special activities.
- Participate in health and safety, infection control, emergency drills and other safety activities of the department and the home.
- Attend meetings, training sessions, and learning activities of the department.
- Report food, supply and equipment needs and problems to the Nutrition Manager.
- Work as a respectful member of the department and home staff.
- Practice excellent communication skills with Nutrition Manager and co-workers.
- Assist in the orientation and training of new Dietary Services staff.
- Any other activities as required for the safe and organized functions of the department.

### **Meal Service Requirements:**

- Allow residents the time to eat their meals at their own pace.
- Serve meals one course at a time unless otherwise requested by the resident or according to the care plan.
- Following the Residents plan of care, serve each resident the diet ,texture
- Communicate menu choices and allow each resident to select their choice of food (using show plates or photos).
- Serve meals table by table and rotate the first table served every day.
- Serve meals for residents who need assistance only when the person providing assistance is available.
- Provide clean assistive dining devices as noted in resident diet list.
- Work with other staff in the dining room to provide a pleasurable dining experience.

### **Health and Safety Responsibilities:**

- Follow all health and safety policies and procedures.
- Work safely to reduce the risk of injury to self, co-workers, and residents.
- Report all hazardous or unsafe situations to the Nutrition Manager or other member of the management team.
- Wear PPE as required for hazardous activities in the department.
- Report any injury to the Nutrition Manager and seek first aid as needed.
- Participate in fire safety drills and know the fire and Emergency Response Plan.

### **Physical Requirements:**

- Standing and walking for most of the shift.





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- Physically able to stand, walk, lift, move, turn, bend, crouch.
- Heavy lifting, alone and with assistance; pushing/pushing/pulling heavy weights; using carts, dollies, and other wheeled equipment; bending, stretching, lifting, crouching, stooping as major job functions.
- Exposure to various temperatures.
- Carry and transport objects of various weights.
- Various wrist movements as a major job function.

### **Qualifications:**

- Successful completion or enrollment in an approved post-secondary Food Service Worker (FSW) program **or** possess the skills, knowledge and experience in the fields of institutional, health care, restaurant or hospitality food service to perform the duties required of the position
- Successful completion of a Food Handler's course offered by municipal Public Health Department or alternative training centre
- Experience as a FSW in a Long-Term Care setting
- Effective/excellent verbal and written communication skills
- Able to work accurately, quickly, and safely independently and as a team member