



Title: **KITCHEN AIDE**

Department/s: **Nutrition Services**

Approved By: **Director of Operational Services**

Date Approved: **Mar 12 1988**

Date Revised: **Dec 19 2000**

Policy Number: *

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POSITION SUMMARY

The Kitchen Aide position is responsible for the service of daily meals for the residents of Fairhaven in a safe and sanitary manner. The position is also responsible for receiving and storing of food, dish machine operation and pot washing.

RESPONSIBILITIES

1. Ensure the service of meals to the residents of Fairhaven in a timely manner identifying individual dietary needs as indicated on the diet spreadsheet.
2. Ensure residents are served, by table, with order of table service rotated.
3. Ensure complete table settings are used for all residents unless their functional and safety needs indicate otherwise as per care plan.
4. Ensure second helpings of food and beverages are offered as required.
5. Ensure all safety and sanitary aspects of food service are followed.
6. Ensure all quality audits are completed as required by the department.
7. Ensure all safety and sanitary aspects of dish machine operation and pot washing are followed.
8. Ensure receiving and storing of food is done in a manner consistent with public health practices and institutional food production methods.
9. Maintains a positive and harmonious relationship with all members of the Fairhaven community.
10. Participates in Fairhaven's WHMIS program.
11. Participates in Fairhaven's Health and Safety program.
12. Participates in in-service education as required.

13. Implements preventative infection control measures.
14. Ensures that all activities are carried out in a manner to reduce risk of injury to resident and staff.
15. Participate in Fairhaven's TQS program.
16. Participates in other work-related duties as outlined by his/her manager.

REPORTING RELATIONSHIP

The Kitchen Aide position reports directly to the Manager of Nutrition Services, Food Service Supervisor and in his/her absence to the Director of Operational Services.

REVIEW AND EVALUATION

A written performance appraisal will be completed by the Manager of Nutrition Services prior to the end of the incumbent's probationary period, and bi-annually thereafter.

If a need is evident, an appraisal will be done more frequently.

QUALIFICATIONS

- Completion of a Food Service Worker Program approved by Ontario Dietetic Association and the Ontario Food Service Supervisors Association.
- Ability to work in a safe and sanitary manner.
- Experience working with a long-term care population.
- Hot\Cold food counter experience.
- Waiter\waitress experience.
- Experience in receiving and storing food in a manner consistent with Public Health practices.
- Experience with dish machine operation and potwashing.
- Able to fulfil the physical demands of the position.
- Equivalent to grade 12 education.