



**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Relief Dietary Aide	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
67-11994	Fort Smith	Operations /Fort Smith

**PURPOSE OF THE POSITION**

Under the supervision of the Regional Supervisor, Dietary Services the Relief Dietary Aide assists in food preparation, cafeteria and patient meal service and maintenance of high standards of sanitation and safety in the food service department.

**SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̄chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̄chǫ Community Services Agency will operate under a separate board and Hay River Health and Social Services Agency will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire NWT. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA – Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and surrounding area. The Regional Facilities include one Type C Health Facility and a 28 Bed Tong Term Care Facility.

Food Services directly impact the health and well-being of patients, clients and staff by providing quality meals consistent with current nutritional and hygiene principles. The Relief Dietary Aide must assist with the preparation of patient meals, walk for meals and dining room meal service that is of high quality and attractive and provides good service to the satisfaction of clients and staff. Special care and attention is given to individual needs of patients and clients, including special diets and traditional foods, to ensure that individual as well as facility and community needs are addressed. He/she is responsible for assisting with food preparation and production and maintaining sanitation and safety measures.

**RESPONSIBILITIES**

**1. Under the supervision of the Supervisor, Dietary Services, the Dietary Aide assists in food preparation**

**Main Activities:**

- Preparing desserts, salads and peeling potatoes as required.
- Preparing vegetables as required.
- Preparing bread, butter, crackers for supper tray belt.
- Setting up diet cards for breakfast.
- Assembling food trays in a quick, accurate, neat and attractive manner.
- Ensuring that all foods are served according to menu and diet requirements, and that trays and food are at the correct temperature for service.
- Preparing individual portions of sandwiches, beverages, etc.

**2. Performs Cafeteria and patient meal services in an efficient and effective manner**

**Main Activities:**

- Maintaining standards of health, safety/ appearance and performance in the cafeteria and patient care areas.
- Handling food and equipment in accordance with good sanitary practices, -keeping work areas and food service equipment clean and organized, -functioning cooperatively with patients, staff and visitors. -collecting coffee and meal money and operating cash register.
- Putting out coffee and food at meal times and ensuring food is at the correct temperature for serving.
- Replenishing food supplies as necessary (butter, jam, tea bags, etc.) -replenishing cutlery, glasses and cups in the cafeteria and at proper stations as necessary.
- Cleaning tables and polishing cafeteria line up.

### **3. Maintains high standards of sanitation and safety in food services**

#### **Main Activities:**

- Operating the dishwashing machine according to approved procedures. -stripping down patient and staff trays and distributing refuse to either wet or dry bins.
  - Setting dishes in appropriate racks before washing to ensure maximum cleaning and minimum breakage.
  - Providing the exact quantities of soap and starting cycle to clean dishes, -washing pots and utensils in pot sink.
  - Assisting the cook in cleaning the grill and meat slicer
  - Washing down the carts.
4. **Attending in-services relating to food preparation, safety, sanitation, new policies and procedures and other topics as requested.**
5. **Participating in disaster plan and fire drills.**
6. **Monitoring the workplace and equipment and reporting problems to the Supervisor, Dietary Services immediately.**
7. **Assisting Supervisor, Dietary Services with inventory, receiving and storing supplies, and other minor duties as required.**

### **WORKING CONDITIONS**

#### **Physical Demands**

There are significant physical demands required of this position including heavy lifting, carrying heaving items, constantly standing or walking and working in an awkward position, which puts stress on the back and other parts of the body, including the legs and feet. As well, the incumbent will be dealing with hot equipment and food, potentially dangerous cleaning substances.

#### **Environmental Conditions**

The incumbent may encounter people in difficult and dangerous situations and be required to react in a safe and efficient manner. The incumbent must also work around cooking equipment where safety is a factor and in an area where there is constant, loud noises from ventilation fans.

#### **Sensory Demands**

The incumbent will find the kitchen hot and humid due to the preparation of food. As well, fans, buzzers and other loud noises are constantly present. They will also experience the smells and potentially harmful effects of the cleaning material used to complete their tasks.

**Mental Demands**

Stress is caused by the constant noise of the area as well as the need to ensure that errors are not made in the preparation of food services. Stress is also caused by the need to provide food services to many clients on a daily basis and the volume of work associated with that task.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of hospital environment policies and procedures
- Knowledge of basic nutrition-patient care and well-being
- Must be able to read, interpret and comprehend menus, procedures, recipes and special orders, etc.

**Typically, the above qualifications would be attained by:**

This is typically attained by a High School Diploma or equivalency (GED) and one year experience in the food service field.

**ADDITIONAL REQUIREMENTS**

**Fort Smith Regional Requirements**

Within the Fort Smith Region, the Dietary Relief Aide must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHIMIS
- Infection Control Standards
- Safety Mask Fit Testing
- Safe Food Handling

**Position Security (check one)**

- No criminal records check required
- Position of Trust - criminal records check required
- Highly sensitive position - requires verification of identity and a criminal records check

**French language (check one if applicable)**

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
    - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
    - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred