



Mount St. Mary Hospital Position Description

POSITION TITLE:	Food Service Aide	BARGAINING UNIT:	HEU
DEPARTMENT:	Food Services	PAYRATE:	\$17.98 per hour
REPORTS TO:	Food Services Supervisor		

JOB SUMMARY

The Food Service Aide adds to the quality of life of people who live at Mount St. Mary Hospital by assisting residents with their dietary and food environment needs. As a member of the House Team, prepares, portions and serves hot and cold foods to residents in an assigned resident house area. Supports and encourages resident and family interaction and participation in meal service, table setting, clearing, where ever possible.

JOB DUTIES AND RESPONSIBILITIES

1. Delivers cooked and uncooked food items from central kitchen and storage areas to resident houses, removes food from packaging, cans, cartons, and stores as directed.
2. Withdraws food items from freezer or stores for plating or heating, rotates food items in freezer and/or stores as directed.
3. Performs simple combining of food and beverage items by measuring, combining, slicing, grating, dicing, cutting, pouring, plating as per resident menu requirements and as directed.
4. Pours beverages and serves food items matching diet type, texture, portion and utensils with the resident's menu requirements to ensure accuracy of food and beverage items and appealing presentation. Removes inappropriate items and/or portions and replaces as per resident nutrition care plan.
5. Prepares and serves therapeutic diet items such as sandwiches, salads, nourishments, supplements, thickened fluids, textures.
6. Assists residents at meal times serving food, orienting residents to the plate, encouraging and focusing residents on meals, setting up and assisting assigned residents.
7. Sets up dining and kitchen areas for meal service or special functions by arranging and setting the table for a pleasant dining experience.
8. Loads and unloads dishwasher and washes dishes, cutlery, utensils, serving items and small pots and returns items to storage areas.

9. Maintains sanitary conditions in dining and kitchen areas by performing cleaning duties such as sweeping and damp mopping floors, cleaning counter tops, sinks, appliances, machines and equipment and spot washing walls and splash areas; removes garbage as required.
10. Performs clerical duties related to food services, such as answering the telephone, filing, recording diet information, completing food stock requisitions as per established par levels and sending to central kitchen.
11. Picks up food supplies from central kitchen and restocks house kitchen, maintaining food rotations in storage in order to minimize spoilage and waste.
12. Interacts with residents and families in the house(s), answering questions, assisting when needed and directing residents and families to the appropriate member of the interdisciplinary team when required.
13. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate, to reduce/eliminate recognized safety risks and documents the incident/unusual occurrence following established procedures.
14. Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

Grade 10 plus one years' recent, related experience or an equivalent combination of education, training and experience.

Skills and Abilities:

Ability to communicate effectively both verbally and in writing.

Ability to deal with others effectively.

Physical ability to carry out the duties of the position.

Ability to organize work.

Ability to operate related equipment.