

Title: **KITCHEN AIDE**
Department/s: **Nutrition Services**
Approved By: **Manager of Nutrition Services**
Date Approved: **88.03.12**
Date Revised: **Sept 13, 2018**

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POSITION SUMMARY

The Kitchen Aide position is responsible for food preparations; set-up, service and clean-up of daily meals and snacks for the residents of Fairhaven in a safe and sanitary manner; receiving and storing of food; dish machine operation; and pot washing. The position is also responsible for the overall organization and cleanliness of the work area.

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, one table at a time and according to table rotation;
3. Ensure complete table settings are used for all residents unless their functional and safety needs indicate otherwise according to the diet spreadsheet;
4. Ensure second helpings of food is offered;
5. Ensure all safety and sanitary aspects of food service are followed;
6. Ensure all quality audits (i.e., food temperature reports) are completed as required;
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. Abides by established Infection Prevention and Control measures;
14. Ensures that all work activities are carried out in a manner to reduce risk of injury to self, residents and co-workers.

15. Participate in Fairhaven's Quality program.
16. Participates in a safety culture within area of responsibility by complying with all aspects and regulations related to the Ontario Occupational Health and Safety Act and Fairhaven's Health and Safety policies and procedures, and other governing bodies;
17. Perform all other duties as assigned.

REPORTING RELATIONSHIP

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

REVIEW AND EVALUATION

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

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

QUALIFICATIONS

- Completion or enrolment in a Food Service Worker Program approved by Ontario Dietetic Association and the Ontario Food Service Supervisors Association; OR
- Meets the "grandfathering" provisions according to the Ministry of Health and Long Term Care act (Fall 2013 Regulatory Amendment); OR
- Cook certificate or a Culinary Management diploma through a registered College.
- Valid Food Handler's Certificate;
- Ability to work in a safe and sanitary manner;
- Experience working with a long-term care population;
- Hot\Cold food production experience;
- Experience serving food;
- Experience in receiving and storing food in a manner consistent with Public Health practices;
- Institutional kitchen experience including experience in receiving/storage of food;
- Able to fulfil the physical demands of the position.