



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Dietary Aide	
Position Number	Community	Division/Region
48-10355	Fort Smith	Operations/Fort Smith

## PURPOSE OF THE POSITION

Under the supervision of the Regional Supervisor, Dietary Services, the Dietary Aide assists in food preparation, manage the cafeteria and do patient meal service while maintaining 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 Tłıchǫ 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 Tłıchǫ 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 NTH SSA.

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 Long 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 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 under the cook supervision and maintaining sanitation and safety measures.

## **RESPONSIBILITIES**

### **1. Prepares and delivers safe and nutritious meals in cooperation with the cook and procedures.**

- Preparing desserts and salads
- Preparing vegetables for meals and as crudité
- Ensures that standardized recipes and approved portioning procedures are observed.
- Ensures the palatability and appetizing appearance of food
- Ensures that all products are stored, labeled, and dated in accordance with safe food handling practices
- Assembling food trays in a quick, accurate, neat and attractive manner
- Preparing individual portions for Meals on Wheels and inpatient programs

### **2. Prepare baked goods.**

- Bake the daily cookies and granola bars
- Bake cakes when there is a resident birthday
- Bake different kinds of bread when time allows

### **3. Preforms cafeteria and patient/residence meals in efficient and effective manner.**

- 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 the cash register



- Putting out coffee and food at mealtimes and ensuring food is at the correct temperature for serving
- Replenishing food supplies, cutlery glasses and cups in the cafeteria and at proper stations
- Cleaning tables and polishing cafeteria line up

**4. Maintains high standards of sanitation and safety in foods services.**

- Operating the dish washing 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
- Washing pots and utensils in pot sink
- Assisting the cook in cleaning the grill and meat slicer
- Washing down the carts

**5. 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**

- Thorough knowledge of food, food preparation and equipment, safe food handling, and proper storage methods.
- Thorough knowledge and skills related to nutrition, cooking, serving methods, and portion control.
- Reliable and able to work independently and with minimal supervision.
- Effective communication, interpersonal, and organizational skills.
- Must have the ability to formulate and communicate procedures, meal plans, and schedules.
- Customer service focused.
- The ability to speak Cree or Chipewyan would be an asset
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **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.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **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

**Indigenous language:** Select language

- ☐ Required  
☐ Preferred