

Lambton County

Caring, Growing, Innovative

Dietary Aide



Job Number:	J0517-0671
Job Title:	Dietary Aide
Position Status:	Part Time
Union:	CUPE 2557
Division:	Long-Term Care
Facility:	North Lambton Lodge
City:	Forest, Ontario, Canada
Number of Positions:	1
Hours of Work:	As scheduled
Wage Rate:	\$21.79 - \$23.82/Hour
Date Posted:	May 23, 2017
Closing Date:	June 5, 2017
Starting Date:	June 24, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

Provide residents with nutritional meals in a timely manner adhering to each individual dietary regulation. This includes setting and cleaning the dining room and kitchen and ensuring that ample amounts of food are available in the storage room.

DUTIES AND RESPONSIBILITIES

Food Service:

- Set up breakfast of cold cereals, juices and milk
- Serve hot meals and beverages to residents according to special diets
- Prepare and stock snack carts
- Write out menu boards
- Collect money from residents for meals

Dining Room Maintenance:

- Clear dirty dishes, wipe tables and reset with cutlery, plates and glasses
- Clean and restock fridges and freezers
- Put away laundry

Purchase Food and Products:

- Determine products and food required for Outreach and Meals on Wheels
- Sort, distribute and store delivered purchases
- Ensure that all programs have products needed

Clerical duties as required:

- Answer phones, take messages and track orders

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: None

Indirect Supervision: None

Functional Authority: Occasionally provide guidance, instruction and direction to students and new employees

QUALIFICATIONS

Minimum Formal Education

- Completion of Grade 10
- Food Handler's Certificate
- Enrolled or completion of Food Service Worker programme – College Certificate

Experience

- No experience necessary

A valid Ontario driver's license and use of a vehicle.

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