

Position: **Reference Job #FP01**

Ministry: Social Services

Working Title: **Dietary Aide**

Branch: Woodlands

Level: Range 7

Location: New Westminster

NOC Code: 6641

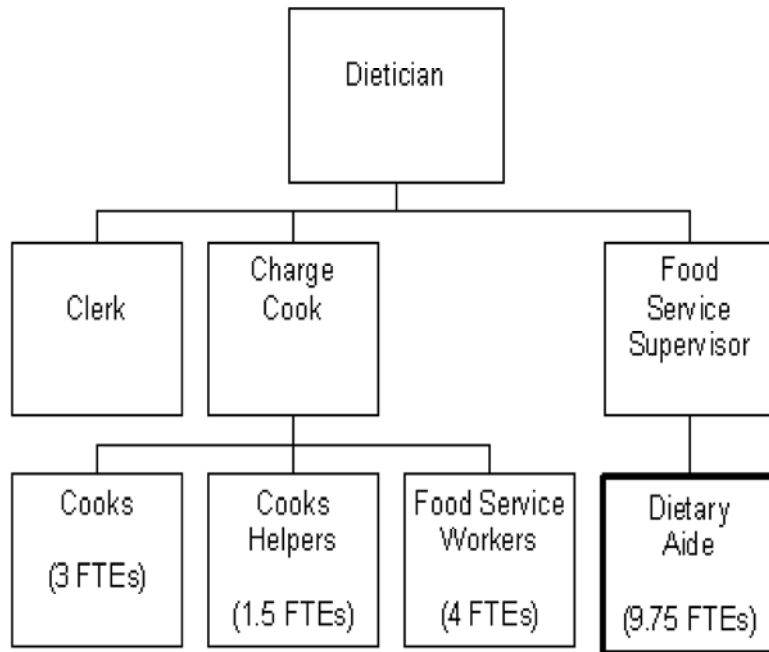
PRIMARY FUNCTION

To provide food preparation, production, service and cleaning in the kitchen of an institution.

JOB DUTIES AND TASKS

1. Assembles a variety of food items and meals
 - a. pre-portion food for trayline in accordance with portion control guidelines
 - b. places specific portions of food on meal trays according to menus
 - c. replenishes food and supplies on a trayline
 - d. prepares tea, coffee, toast, sandwiches, salad plates and special drinks
 - e. weighs and packages food items
 - f. prepares nogs, shakes, jelled products and other food items for special diets
 - g. prepares fruits and vegetables by washing and cleaning
 - h. sets up nourishment trays for meal wagons
 - i. loads tray line meals onto food wagons
 - j. delivers wagons to fridge storage and dining room areas; ensures proper temperatures are maintained to prevent bacteria growth
 - k. prepares special orders from tally sheets
 - l. operates kitchen equipment such as blenders, scales, gelling machines, can openers, pallet jacks and industrial dishwashers
2. Performs various cleaning functions
 - a. checks temperature of dishwasher for cleaning and sterilization
 - b. washes and dries food wagons and nourishment wagons
 - c. strips and loads dishes, trays, cutlery, and other utensils into dishwasher and stacks clean items in storage area
 - d. removes stains and scrubs dishes as required
 - e. cleans and sterilizes pots, pans, mixing bowls and large utensils
 - f. takes apart dishwashing machine for cleaning purposes
 - g. measures liquids and cleaning solutions
 - h. removes garbage and takes soiled laundry to dirty linen area
 - i. replenishes soap, paper towels and cup dispensers

- j. cleans counter tops, cupboards, sinks, work tables, equipment and machines
 - k. sweeps and mops floors
 - l. tidies and cleans refrigerators and storage areas
3. Performs other related duties
- a. delivers food supplies
 - b. stocks food supplies from storage areas
 - c. assists in taking inventory of supplies



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know several food service tasks and how to read to prepare special diets following written instructions and portion food in accordance with portion control guidelines.</p>	B	40
2	<p>MENTAL DEMANDS</p> <p>Judgement to select a known action in completing specific food service tasks to prepare special orders from tally sheets, to assemble and serve drinks, snacks and meals and to ensure proper food handling.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Courtesy required to verify food availability from other workers, learn of job changes and answer questions from staff on wards.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Some coordination and dexterity required to manoeuvre heavy food wagons, measure liquids, food, and cleaning solutions, and to use knives to butter toast or cut bread.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands to perform a variety of food service functions such as assembling and serving food, loading and delivering food wagons, and cleaning kitchen and dining areas.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>No financial responsibility.</p>	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to control portions according to instructions.	B	10
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure safe food preparation in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration and attention to detail to regularly check work area for cleanliness and check conditions of food supplies.	B	6
11	PHYSICAL EFFORT Relatively heavy physical effort to almost continuously stand and walk.	D	18
12	SURROUNDINGS Exposure to frequent dish washing machine noise.	C	6
13	HAZARDS Moderate exposure to hazards from frequently walking on slippery floors and frequently operating kitchen equipment.	C	6

Total Points: 211

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