



Copernicus Lodge

66 Roncesvalles Avenue
Toronto, Ontario M6R 3A7
Tel: 416-536-7122

Dietary Assistant

We are seeking dynamic and innovative individuals to step into our open **Dietary Aide** role, who will work enthusiastically in a client and family centered and comprehensive services environment that meet clients' daily dietary needs.

Reporting directly to the Food Service Supervisor, the Dietary Aide performs a variety of tasks integral to the operation and production processes of the Dietary department. This includes serving meals to residents, tenants, clients, staff and visitors, assist with meal production and preparation, preparation of regular and therapeutic nourishments, receiving deliveries, storing food and non-food items, catering preparation and service, dish machine and pot wash operation, daily cleaning duties and other duties as assigned.

Key Role Duties:

- Set tables, portion meals and clean up after meal service in RHA dining rooms and serve tenants in dining rooms and assist/set-up adult day program/staff/volunteers/visitor meal service, as necessary, in main dining room.
- Prepare small catering functions and assist in preparing for large catering functions and act as wait-staff for catering functions as assigned.
- Scrape, soak, wash and store dishware, glassware, cutlery, small wares in their proper places.
- Follow cleaning duties as assigned and as per posted daily cleaning schedule.
- Maintain storage areas and complete inventories for food and non-food items.
- Receive goods and store supplies following "First In First Out" method of inventory.
- Prep hot and cold food items for Cooks.
- Scrape, soak and wash, rinse and sanitize pots, pans and equipment.
- Follow cleaning duties as assigned and as per posted daily cleaning schedule.
- Set tables in RHA dining rooms and tenant dining room for each meal service. Check and ensure dishware, cutlery, glassware and service china are clean.
- Portion and serve food according to daily menu following table rotations; offering two choices, following therapeutic menu extensions with proper portion size and resident individual likes and dislikes as listed in resident diet book.
- Take temperature of all foods and record on RHA Daily Service form.
- Heat food if food is received at incorrect temperature.
- Observe HACCP guidelines to ensure safe food handling and preparation methods.
- Assist in basic food preparation and special function catering as delegated.
- Perform duties in dining rooms in a courteous, pleasant, professional and timely manner.
- Inform registered dietitian (RD)/supervisor/manager immediately of any changes to resident diets, textures and preferences (likes and dislikes) and other changes as they occur to ensure that the care plan and diet book is updated as required.
- Collect, sort, wash and store dishware, cutlery, glassware from dining tables after meals.
- Wash and sanitize tables and chairs following each meal as required.
- Dispose of waste material (using designated rubber gloves) and recycle properly.
- Scrape and wash, rinse and sanitize dirty pots and pans following the 3-sink method.
- Report any production problems or equipment defects to Food Service Supervisor.
- Follow HACCP guidelines to ensure safe food handling/preparation.
- Follow cleaning duties as per posted daily schedule and as assigned. Initial the posted schedule each time and day when cleaning and sanitation procedure is completed
- Maintain cleanliness and orderliness of working area. Keep work areas clean, clutter-free. Keep floors dry and spill-free.
- Follow WHMIS and MSDS guidelines using chemicals, cleaning and sanitizing agents.
- Report any injuries or hazardous situations to the Food Service Supervisor immediately.

Qualifications:

- Must be a graduate of or be actively registered in 180-hour **Certified Food Service Worker Program**. Meet LTCHA requirements (i.e. completed within 3 years from date of hire)
- Must complete as a condition of employment the **Certified Food Handler** course within 3 months of date of hire and be recertified every 5 years as per the standard;
- Genuine interest to provide care and services to seniors
- Able to provide good customer service; resident-focused
- Must read and write English
- Preferred experience in institutional kitchen setting/food preparation.
- Ability to follow written and oral instructions and standardized recipes.
- Ability to read, write and communicate in the Polish language a definite asset.
- Good organizational and time management skills.
- Basic knowledge operating small commercial cooking/food preparation equipment.
- Basic knowledge of food preparation and storage of goods.
- Basic knowledge of safe food handling, food storage methods, dishwashing and sanitation principles and regulations.
- Basic knowledge of therapeutic diets.
- Able to maintain a position of trust and confidentiality.
- Able to work independently and as part of a team.

Only candidates selected for an interview will be contacted. If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Copernicus Lodge is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted. We request no emails, faxes, phone calls, or requests to meet please.