

STRATHMERE LODGE – DIETARY DEPT POLICY & PROCEDURE MANUAL

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Section:	Staffing
Sub-Section:	Position Description – Food Service Worker
Corresponding Compliance Standards:	

Date of Issue:	May 19th, 2021	Replaces the issue of:	July 15th, 2020
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POSITION SUMMARY:

Under the supervision of the Food Service Manager, Food Service Supervisor or Cook, the Food Service Worker prepares and serves food and beverages at meal times, sets and clears dining room tables and cleans dishes.

PRINCIPAL RESPONSIBILITIES:

Prepares and serves food and beverages such as coffee, tea, toast, sandwiches and salads, desserts, and nourishments.

Takes temperatures of all food items and records the readings to ensure foods are served at a proper temperature.

Clears dishes in the dining room, cleans tables and sets up for the next meal. Disposes of wet garbage in compactor room.

Refills condiments and sugar/sweetener packets etc. in resident's dining rooms.

Cleans equipment and work areas within kitchen and dining room as per cleaning routines.

Operates dish machine and cleans pots and pans.

Interacts with nursing staff to ensure a positive meal experience for Residents.

Follows Therapeutic Menu and diet information of each resident.

Staff are to read the communication book on a daily basis. They are also to communicate with other staff through the book when needed.

Requires working in a hot, humid environment which occasionally may lead to uncomfortable, fluctuating temperatures and working conditions.

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HEALTH & SAFETY RESPONSIBILITIES:

Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.

- Is aware of the employee's responsibilities and follows all health and safety policies and procedures as set out by the facility.
- Works to reduce the risk of injury to self, co-workers and residents.
- Is alert to and promptly reports all actual or potential hazardous situations to the immediate supervisor.
- Wears personal protective equipment or clothing as required by MSDS or facility policy.
- Promptly reports personal injury to supervisor and seeks first aid as required.
- Participates in fire safety demonstrations and fire drills.
- Know the facility fire and disaster plan.

MINIMUM QUALIFICATIONS:

- Food Service Worker Certificate.
- Previous institutional kitchen experience.
- Ability to meet the physical requirements of the position as specified in the Physical Demands Analysis.
- Proven communication skills.
- Food Handlers Certificate