



Dietary Aid

Job posting: Dietary Aide

Manual: Human Resources

Reports to: Food Services Manager

ABOUT SHALOM VILLAGE

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

**Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

Acknowledge: We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

Together: We will support each other and believe that together we can achieve anything.

Home: We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

Organization: We will strive for learning, innovation, accountability, transparency, and excellence in all we do.



Memories: We will share memories and create new ones through relationships, sharing, and celebrations.

Enablement: We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.

As a member of the Shalom Village dietary team, the dietary aide will follow established policies, procedures and standards. This position assists with food preparation and serving of meals. As part of the dietary team, the food service worker will provide meal service according to the resident nutritional profile and in a timely manner to maintain a pleasurable dining experience.

DUTIES AND RESPONSIBILITIES:

This position has a key accountability for resident safety by assessing for and noting any safety issues during the undertaking of their duties, reporting these issues as per policies and procedures, and taking steps to immediately rectify any safety issue noted where possible.

Duties are determined by Shalom Village and may include, but are not limited to, the following:

- Complies with all provincial/long term care regulations and established dietary department policies and procedures.
- Assists in maintaining the dietary department in a safe and sanitary manner.
- Aids the Cook in the preparation and service of meals.
- Assists in the preparation, re-heating and service of beverages, breakfast items, vegetables, nourishment items, salads, desserts and catering as assigned.
- Serves meals and beverages, following residents' diets and food preferences, using the Dietary Profiles/Tray card and Therapeutic Menus.
- Assists in monitoring quality of food supplies received and advises Coach of Hospitality/Cook of problems.
- Follows proper food handling techniques.
- Completes pre-start up equipment checks as necessary.
- Sets and cleans dining tables and trays.
- Assists in dish and pan washing, storage, and cleaning duties.
- Completes all necessary documentation of food and refrigeration temperatures as assigned. To include dishwasher temperatures as applicable.
- Communicates and co-operates with staff, residents, and their families.
- Participates actively in department's Quality Management program and any department/home committees as requested.
- Participates actively in special occasion and theme meal days.
- Promotes a positive team spirit within the department. Maintains good attendance record according to Shalom Village policy. Performs other duties as are necessary and appropriate.



QUALIFICATIONS:

- Must be enrolled in the Food Service Worker training program.
- Must maintain up to date certification in the Food Safety Food Safety Awareness Program offered by Public Health.
- Experience in Long-Term Care is an asset.
- Demonstrate strong leadership qualities, self-motivated and be able to organize and manage a home area kitchen.
- Ability to read, write and accurately follow written and verbal instructions.
- Must be able to work accurately, quickly, and safely.
- Team player who works well with others and can take directions.
- Must be able to maintain an acceptable standard of health and personal hygiene.