



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Nutrition Services Worker	Reports to: Nutrition Services Manager
Department: Wellington Terrace	Positions Supervised: 0
Effective: October 2006	Revised: July 2016

BASIC FUNCTION:

The Nutrition Services Worker will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Nutrition Services Manager, the Nutrition Services Worker contributes to the provision of a quality dining experience and ensures the safe, palatable and efficient delivery of the meal and snack service for residents.

PRINCIPAL RESPONSIBILITIES:

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Promotes and supports the entire Nutrition Services programme including resident meal and snack service, palliative care, hospitality and special events.
- Prepares light food and beverages such as: eggs, toast, cereal, muffins, sandwiches, snacks, texture and fluid consistency modifications according to standardized recipes.
- Completes the core functions of meal and snack service. This includes: dining room set up, distribution of beverages, special request items and nutritional supplements, food counter set up, meal portioning, meal distribution, and clean-up according to established protocols.
- Reviews and follows therapeutic and individual customized menu requirements.
- Communicates individual resident likes/dislikes, special needs, and special requests to the home area team, Nutrition Services Manager or Supervisor, Registered Dietitian, or Cooks according to established protocols.
- Follows nutrition management software reports to ensure resident diet orders, special needs, likes/dislikes, and special requests are provided in a consistent and safe manner.
- Collaborates with servery team to ensure all daily routines are completed as assigned and servery unique goals and objectives are met.
- Promotes safe food handling and infection control techniques.
- Participates in planning and organizing of special dining events.

Attends resident care conferences to review nutritional plan of care with resident, family and interdisciplinary team.

Attends daily team report and weekly team meetings to problem solve, share information and bring forward general nutrition and service information.

Assists with replacing absent NS Staff members when the Nutrition Services Manager or designate is not available.

Participates in ongoing education programmes within and outside of the Home.

Responsible for other related duties as need arises.

Responds to emergency fan-out when initiated.

PROBLEM SOLVING RESPONSIBILITIES:

Identifies and reports any changes in resident status to the Nutrition Services Manager/Supervisor, Registered staff or Dietitian.

Prioritizes workload based on the activities of the day.

CONTACTS:

Internal: Wellington Terrace and County staff, residents and families.

External: Service providers, health care consultants, delegates of the Ministry of Health and Long-Term Care.

MINIMUM QUALIFICATIONS:

Grade 12 diploma (or equivalent) and enrolment in or successful completion of Food Service Worker Programme through a recognized Community College.

Current Safe Food Handler's Certificate.

Previous food service experience is an asset.

Previous experience in a health care setting is an asset.

Police Vulnerable Sector Check required upon hire.

SKILLS AND COMPETENCIES:

Ability to work as a team player on an interdisciplinary care delivery team.

Excellent interpersonal skills with a positive history of patience, compassion and courtesy when dealing with residents and others.

Positive attitude and desire to do the best possible job at all times.

Ability to work all shifts as required – weekends, call-ins, etc.

Ability to deliver resident focused care and customer service.

Knowledge of Wellington Terrace policy and procedures.

Excellent communication skills – both written and oral.

Committed to increasing knowledge and skills of the job through In-service attendance and/or external education.

OTHER:

Location: Wellington Terrace, Fergus Ontario