





## COUNTY OF WELLINGTON

<b>POSITION DESCRIPTION</b> Title: Nutrition Services Worker	<b>Reports to:</b> Nutrition Services Manager
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b> October 2006	<b>Revised:</b> 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