



# Tehsakotitsén:tha

## Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

[www.kmhc.ca](http://www.kmhc.ca)

### Internal/External Job Opportunity

*Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.*

#### POSITION

Dietetic Aide

#### JOB SUMMARY

The Dietetic Aide serves and delivers food for client meals and snacks. He/she washes dishes from the Inpatient and staff cafeteria meal service. The Dietetic Aide operates a cash register for coffee breaks and meals at designated times in the staff cafeteria as required. He/she washes pots, pans, food storage bins and cooking utensils used by cooks during meal preparation and performs routine kitchen cleaning duties.

#### REQUIREMENTS

High School Diploma preferred or one (1) to three (3) months of job-related experience and/or training; or equivalent combination of education and experience  
Ability to read and understand instructions, short correspondence and memos  
Basic mathematical skills  
The employee must regularly lift and/or move up to 25 pounds  
Ability to work independently and in a team setting

#### SALARY

In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 6299, Group 657:  
Echelon 1 \$22.03 per hour

#### APPLICATIONS

##### **Please submit a complete application package which includes:**

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements
- ✓ Provide names and contact information of three (3) Professional References
- ✓ A signed **Privacy Waiver** allowing a security check to be performed along with a **photocopy of a valid photo Identification Card** (Driver's License preferred or Medicare Card or Band Card)

##### **You can find the following documents on [www.kmhc.ca/careers](http://www.kmhc.ca/careers):**

- Job Description
- Application Form
- Privacy Waiver

##### **Submit applications to:**

[kmhc.hr.kahnawake@ssss.gouv.qc.ca](mailto:kmhc.hr.kahnawake@ssss.gouv.qc.ca)

*Please note that preference will be given to Indigenous candidates. Incomplete submission packages will not be considered.*



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Kateri Memorial Hospital Centre

<b>TITLE:</b>	Dietetic Aide Group 657    Code 6299
<b>DEPARTMENT:</b>	Food Services
<b>SUPERVISOR:</b>	Food Supervisor
<b>STATUS:</b>	Indeterminate Availability
<b>EFFECTIVE DATE:</b>	May 1999
<b>REVISION DATE:</b>	April 2021

## **JOB SUMMARY**

The Dietetic Aide serves and delivers food for client meals and snacks. He/she washes dishes from Inpatient and staff cafeteria meal service. The Dietetic Aide operates a cash register for coffee breaks and meals at designated times in the staff cafeteria as required. He/she washes pots, pans, food storage bins and cooking utensils used by cooks during meal preparation and performs routine kitchen cleaning duties.

## **RESPONSIBILITIES**

- Follows appropriate work schedules with respect to timing and sequence of duties
- Follows department policies, procedures and standards of practice for work performance
- Demonstrates sensitivity and maintains confidentiality in matters pertaining to client care
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

## **DUTIES**

- Serves resident meals in LTC dining rooms
- Serves STC client meal trays and snacks based on individualized meal pattern; delivers and picks up tray wagons
- Clears dishes and trays after meal service
- Washes all dishes from client and staff meal service
- Prepares and delivers resident nourishments (snacks)
- Prepares breakfast items and beverages, including special orders, and portions desserts
- Assists in serving cafeteria customers as needed
- Picks up equipment following special catering functions
- Completes daily menu board

- Cleans work area and equipment used following accepted procedures from The Sanitation Code for Canada's Foodservice Industry
- Sets up cafeteria food service area
- Serves cafeteria customers
- Maintains cafeteria cash balances according to KMHC procedures as required
- Opens cash, attends cash, carries out cash reading and balancing in accordance with accepted procedures of Finance Department
- Cleans cafeteria tables and service area
- Washes pots and pans and cooking utensils, following department standards of practice for cleaning and sanitizing
- Washes food storage bins
- Takes inventory and refills Inpatient refrigerators
- Conducts thorough cleaning of walk-in refrigerator, ensuring stock rotation
- Checks STC client meal trays for accuracy of items, on weekends
- Stores left-over food, following department standards of practice
- Performs special cleaning duties according to department schedule
- Participates in Quality Improvement activities as required
- Participates in department meetings and inservice education

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

High School Diploma preferred or one (1) to three (3) months of job-related experience and/or training; or equivalent combination of education and experience

### Language Skills:

Ability to read and understand instructions, short correspondence and memos  
 Ability to read and interpret documentation such as safety rules, operating and maintenance instructions and procedure manuals

### Mathematical Skills:

Basic mathematical skills

### Reasoning Ability:

Ability to carry out instructions furnished in written, verbal or diagram form

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk or hear

The employee is required to use hands, fingers, handle or feel objects, tools, or controls

The employee must regularly lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision and ability to adjust focus

The employee is also required to taste and smell foods

Other Qualifications:

Strong interpersonal skills to support clients and residents with a respectful and compassionate perspective

Demonstrated ability to communicate effectively with elderly residents, including sound knowledge and understanding of issues impacting mental, emotional, physical and spiritual health

Knowledge of Mohawk language, culture and history an asset

Ability to work independently and in a team setting

*The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.*

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager