

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

Job Description

Dietary Aide

## **PURPOSE OF THE POSITION**

Reporting to the Kitchen Lead Cook and the Matawa Student Care Centre Manager, the Dietary Aide (DA) is responsible for portioning, serving and clean up of meals and snacks within the MECC kitchen. The DA will perform routine kitchen tasks such as prepping food, setting up workstations and ingredients, and serving students.

## **SCOPE**

As a member of the Matawa Care Centre team, the DA supports students living in the Matawa Student Care Centre as well as students attending the Matawa Education and Care Centre. They should know how to use commercial kitchen appliances, serve and handle food safely, and thoroughly clean a kitchen after use. The DA should be quick and diligent and willing to improve on the job. They will be able to follow instructions as well as all health and safety rules in the kitchen. The ideal candidate will also be able to function in a fast-paced, busy environment as a part of a team.

## **RESPONSIBILITIES**

1. Cleaning and preparing food while maintaining a sanitized work environment.
  - Serves meals to students in a cafeteria setting;
  - Responsible for sanitary food handling and correct storage of food materials;
  - Loads and moves dishes to and from kitchen and dining areas;
  - Washes dishes, utensils, cutlery, pots, pans, steam kettles etc.;
  - Assembles and serves food based on a set menu plan;
  - Ensures correct labeling and storage of food based on Thunder Bay District Health Unit guidelines;
  - Prepares salads, breads, sauces and dressings to be ready for service;
  - Learns about cooking methods and techniques that are used by the kitchen;
  - Busses dishes after service and performs dish washing duties;
  - Cleans and sanitizes workstations after food prep or service is complete;
  
3. Other duties
  - Knowledge of basic cooking techniques;
  - Perform other duties as required;

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Must be able to work accurately, quickly and safely;
- Cafeteria and catering experience an asset;
- Demonstrated regular attendance at work;
- Knowledge of First Nation cultures and life styles;
- Ability to speak Ojibwe, Cree or Oji-Cree is an asset;

### **Skills**

The incumbent must have proficient skills in the following areas:

- Proficiency with a variety of cooking tools and techniques;
- Ability to obtain a Vulnerable Sectors Criminal Reference Check;
- Effective Communication skills;
- Analyzing and problem-solving skills;
- Excellent stress and time management skills;

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills;
- An ability to adjust to changes;
- Demonstrated ability to work effectively with students, co-workers, and administrators;
- Be honest, respectful and trustworthy;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics;

### **Education/Training/Certification**

- Must possess a current Safe Food Handling Certificate or the ability to obtain one;
- Experience in large quantity food preparation, preferably in a health care or long-term care setting is preferred;
- Ability to work independently and with confidentiality;
- Understanding of issues faced by First Nation youth;
- Demonstrated working knowledge of Anishinaabe students and family cultural needs;

## **WORKING CONDITIONS**

### **Physical Demands**

The DA may have to lift, carry and manage kitchen equipment and supplies. The DA may have to spend long hours on their feet in a kitchen setting.

### **Environmental Conditions**

The MECC kitchen is a busy facility. The DA will have to manage a number of people and expectations at one time, and they may be interrupted frequently to meet the needs and requests of kitchen staff members. The DA may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include long hours on their feet, moving, lifting and bending to perform kitchen and cooking duties. The kitchen may be noisy and busy making it difficult for the DA to concentrate.

### **Mental Demands**

The DA may have to manage several requests at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

# CERTIFICATION

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|---|--|
| <hr/><br>Employee Signature   | <hr/><br>Supervisor's Title  |
| <hr/><br>Printed Name                      Date   | <hr/><br>Supervisor's Signature              Date  |
| I certify that I have read and understand the responsibilities assigned to this position.                                 | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| <hr/><br>Executive Director's Signature                      Date   |  |
| I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. |  |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.