



Sioux Valley Dakota Nation

Employment Opportunity

Dakota Oyate Lodge

Dietary Aide

Casual

Position Summary: The Dietary Aide assists in the overall operation of the Dietary Department, including preparation of all food, menu planning, assist with ordering supplies and food and monitoring meal service in the dining room. The Dietary Aide will work alongside of the Lead Hand to deliver services in the Dietary Department.

Position Duties:

- Assists in the training/orientation of Nutrition Services Workers and students.
- Ensures knowledge with all diets, utilizing reference materials, and technical terms used in Nutrition Services.
- Adheres to the menu and therapeutic guidelines regarding preparation and serving of therapeutic and/or texture-modified diets for Residents.
- Abides by the required changes to Resident menus, as directed in consultation with the Nutrition Services Lead Hand, Director, Nurse in Charge or Registered Dietician.
- Assists with food preparation as per the daily menu. This includes but is not limited to toast, cereal, nourishments, salads, cold food preparation, sandwiches, desserts, beverages, etc.
- Assembles and serves meals to Residents and staff in accordance with portion standards and serving guidelines (tray, dining room, or cafeteria service).
- Delivers food carts and/or trays to designated areas and collects soiled trays and dishes.
- Sets, clears, cleans, and sanitizes dining room tables after every meal.
- Prepares and delivers items for catered functions.
- Washes dishes, pots, pans, cups, utensils, trays in accordance with sanitation standards.
- Maintains sanitary conditions by thoroughly cleaning related Nutrition Services areas and equipment, as per cleaning schedules.
- Follows established Safe Work Procedures for all relevant equipment and tasks.
- Ensures all relevant equipment is clean and operating efficiently.
- Assists with inventory procedures.
- Ensures appropriate labeling, dating, storing, or discarding of leftover foods.
- Inspects, orders, receives, and unloads supplies, as directed by the Nutrition Services Lead Hand, Director or designate.
- Assists/participates in departmental quality control audits and procedures.

The Dietary Aide may be required to perform other duties and functions related to this position description; not exceeding stated skills and capacities.

Qualifications:

- Possess a clear Adult Abuse Registry Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Criminal Record Check (with Vulnerable Persons Sector).
- Post secondary education in institutional food preparation or experience in long term care/ seniors housing. Combination of both experience and education will be considered.
- Completion of Grade 10 (Manitoba standards).
- Maintains a valid Class 5 Driver's License.
- Current Food Safe Certificate.
- Ability to read, write and understand (both verbal and written instructions) in English.
- Mentally and physically able to perform duties (as outlined) which includes the ability to maintain regular attendance to work in a very dynamic environment.
- Ability to communicate effectively with Residents, staff, families, and visitors.
- Demonstrates responsibility and punctuality.
- Proven to exhibit organizational skills and the ability to work independently.
- Demonstrates concern and interest in providing quality care and service for Residents.
- Ability to respect and promote a culturally diverse population.

Submit Cover letter and Resume indicating Competition Number: **202452**

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email hrapplcations@svdngovernance.com to request a copy.



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