



Provincial Job Description

TITLE:
(100) Food Services Clerk

PAY BAND:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides clerical support and menu data maintenance in the Nutrition and Food Services Department.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Ability to work independently
- ◆ Food Safe Certificate

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience in a health setting to become familiar with nutrition and food services.**

KEY ACTIVITIES:

A. Clerical Duties

- ◆ Enters/up-dates patient menu selections.
- ◆ Performs data entry.
- ◆ Enter admissions, discharges and transfers.
- ◆ Modify master menus based on product availability.
- ◆ Utilizes electronic software (e.g., printing diet rosters, tray tickets and production tallies).
- ◆ Responds to calls regarding diet changes, department staffing.
- ◆ Completes calculations for protein/fluid restriction and diabetic diets.
- ◆ Communicates with Food Services staff, dietitians and nursing staff.
- ◆ Maintains dietitian record sheets.
- ◆ Orders office supplies.
- ◆ Provides statistics for reports.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Tallies ledgers for meals provided for various departments/programs.
- ◆ Client Interaction (e.g., satisfaction surveys, likes and dislikes, spoken menu).

B. Related Key Work Activities

- ◆ Participates in meal assembly and delivery.
- ◆ Participates in temperature and taste panels.
- ◆ Sets up, checks and delivers trays, menus, food carts, nourishment carts and catering.
- ◆ Requisitions food and nutrition supplies, unpacks groceries, delivers inventory, rotates produce and stock.
- ◆ Prepares tube feeds.
- ◆ Clean and sanitizes areas, equipment, dishes and floors.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 12, 2019