



UNION JOB DESCRIPTION

JD1433

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| JOB TITLE: | Food Services Diet Technician | JOB DESCRIPTION NO.: | F.CI.20301.003 |
| CLASSIFICATION: | Food Service Supervisor I | GRID/PAY LEVEL: | F 29 |
| COLLECTIVE AGREEMENT: | Facilities Subsector | HSCIS NO.: | 20301 |
| UNION: | HEU | JOB/CLASS CODE: | SI: 40720: CNI: 20301 |
| PROGRAM/DEPARTMENT: | General Support Services | BENCHMARKS (If Applicable): | 20301 |
| REPORTING TO: | Manager or designate | | |
| FACILITY/SITE: | Nanaimo Regional General Hospital, Royal Jubilee Hospital, Victoria General Hospital | | |

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, the Food Services Diet Technician utilizes a variety of computerized applications, including diet order management programs, and is responsible for meeting time sensitive diet administration duties for a multi-site organization, ensuring nutrition and diet standards are met, and performing various related administrative duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives and processes incoming diet orders. Interprets diet order by choosing or verifying the most suitable available diet type in the Diet Writing Guidelines as established by the clinical dietitian. Follows allergies, preferences, tolerances and textural needs, relative to established daily food services menu and available resources. Promotes good interdepartmental relations by communicating with other units in a timely, professional and effective manner to accurately clarify and respond to requests as required.
2. Evaluates meal plans to ensure established nutritional care plan objectives and established standards of nutrition, quality and quantity are met.
3. Processes discharge, transfer and admission orders from the ADT system in the diet order management system.
4. Communicates on an effective and timely basis to accurately change food orders arising from diet orders, discharge transfer and admission transactions and exception reports for each meal to food services by modifying existing reports or reprinting updated reports.
5. Executes computer commands in accordance with established protocols and procedures and keeping chronological records of completion of tasks.
6. Performs a variety of administrative duties, including compiling statistics and creating spreadsheets, preparing documents and reports, and maintaining records, files and filing systems.
7. Checks or monitors food production services for accuracy.
8. Participates in education and training for designated staff through various methods, such as orientation and delivery of in-services, as required.

9. Participates and contributes at various meetings, such as the Menu Committee, and other teams or committees, as required.

10. Participates in the development of Food Services mission, philosophy, policies, objectives and standards and the philosophy of Continuous Quality Improvement. Participates in Quality Improvement by conducting department audits, completing appropriate reports, providing feedback, and making recommendations for improvements to menu or managing of the department to the Manager or designate.

11. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized two year program in Food Service Supervision plus one (1) year's recent related experience or an equivalent combination of education, training and experience. Certificate in Food Safe Level 1.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to deal with others effectively.
- Ability to organize work.