

EMPLOYMENT OPPORTUNITY

**At
Haven Group**

<u>DIETARY AIDE– RESTHAVEN:</u>	Open to all qualified applicants (internal/external)
<u>POSTED:</u>	September 1, 2021
<u>POSITIONS AVAILABLE:</u>	Casual
<u>SHIFT LENGTH AND TIMES:</u>	Variable
<u>EFFECTIVE:</u>	Open until filled
<u>POSITION NUMBER:</u>	P4-333

ACCOUNTABILITY: Supervisor – Food and Nutrition Services

POSITION PURPOSE:

Reporting to the Supervisor – Nutrition and Food Services/Cook, the Dietary Aide is responsible for portioning food and beverages, serving meals, operating dishwasher and clean up duties. All tasks will be carried out in a timely manner and according to departmental guidelines, policies and procedures, current sanitation and safety standards. The Dietary Aide may be asked to serve on internal interdisciplinary teams and committees. The position functions in a manner that is consistent with resident Bill of Rights, the Mission, Vision, and Values and Policies and Procedures of HavenGroup.

The Dietary Aide will interact with residents, visitors, family members, visitors and co-workers on a daily basis. It is important to understand that meals and meal times are a very important and enjoyable part of the resident's day and it is therefore imperative that this position make every effort to make this a positive time of interaction for those we serve.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- Successful completion of Food Safe Handling Course from a recognized program maintained in good standing.
- Completion of Grade 12 high school preferred

KNOWLEDGE REQUIRED:

- Demonstrated dietary experience and ability to work in a fast-paced environment
- Knowledge of relevant legislation and regulations, safety standards and ability to adhere to all pertinent sanitation, health, and safety standards.
- Knowledge of methods, principles and procedures employed in the presentation, preparation of food in an institutional setting for regular meals and special functions according to approved menus.
- Comprehensive use of English both verbal and written

EXPERIENCE REQUIRED:

- One year of experience in residential/commercial/industrial environment preferred.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to establish and maintain positive working relationships with supervisors, staff, residents / tenants and families, and other agencies as appropriate
- Demonstrated ability to work and communicate effectively within a team based environment.
- Strong organizations skills and flexibility to meet the demands of the position with minimal supervision
- Strong and effective verbal and written communication skills
- Knowledge and ability to effectively and safely use dietary equipment
- Demonstrated ability and desire to engage in continuing education and skills development
- Mental and physical health to meet the demands of the position

Wage Scale: As per current approved HavenGroup wage scales

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

Submit your cover letter and resume through our website at www.havengroup.ca. We thank all who apply however only those selected for an interview will be contacted.

We are an employer compliant with public health orders.

We thank all of those who express interest in this position, however, only those invited for an interview will be contacted.