



**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

**DIETARY AIDE – CEDARWOOD – 2 Positions Available:** Open to all qualified applicants

(internal/external)

**POSTED:** February 7, 2022

**POSITIONS AVAILABLE:** .541 EFT Permanent Position #3

**SHIFT LENGTH AND TIMES:** Early Aide (6:30am-1:00pm) Late Aide (12:30pm-7:00pm)  
Every other weekend.

**EFFECTIVE:** April 1, 2022

**POSITION NUMBER:** P4-391

**ACCOUNTABILITY:** Housing Operations Manager

**POSITION PURPOSE:** Reporting to the Operations Manager - Housing, the Dietary Aide is responsible for the completion of assigned tasks in relation to the safe preparation, portioning, serving, and distribution of nutritious meals and beverages to tenants. The incumbent is responsible for serving meals to the tenants following current sanitation safety guidelines. This is in addition to following established standards, departmental/regional policies and procedures and government regulations and legislation. The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods, to be employed to assigned duties and responsibilities and action to be taken on unusual matters. The Dietary Aide will interact with tenants, visitors, family members, 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 tenant'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. 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.

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**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate in the first month of employment
- Completion of Grade 12 high school preferred
- Must hold a valid Class 5F Drivers License

**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 sanitary food handling, health, and safety standards.
- Knowledge of methods, principles and procedures employed in the presentation, preparation of food in an institutional setting and special functions according to approved menus.
- Comprehensive use of English both verbal and written



- Basic computer skills

#### **EXPERIENCE REQUIRED:**

- Six (6) months previous experience working in food handling and/or health care food services environment
- Other suitable combinations of education and experience may be considered

#### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

##### **1. Dietary Functions**

- Functions as an integral part of the HavenGroup dietary team
- Develop, maintain and promote strong working relationships in a dynamic everchanging environment with all other department within the organization
- Portions food, prepares trays and carts for food service delivery in accordance with sanitary health and safety standards ensuring food quality, quantity, portion management and waste management
- Delivers and/or serves meals and nourishment to tenants in a courteous and appropriate manner
- Performs ware-washing functions, cleans equipment and work area as scheduled following safety and sanitation standards
- Prepares breakfast meals as indicated on menus in accordance with production schedules, standard recipes, and safe food handling procedures.
- Prepares baked goods in accordance with production schedules, standard recipes, and safe food handling procedures.
- Cleans and sanitizes equipment, tables, carts, utensils and kitchen areas
- Collects food from Rest Haven kitchen and transports to Cedarwood kitchen for distribution twice a day in a timely manner, using company provided vehicle
- Delivers meals to Parkview Apartment Tenants
- Records information as assigned (ie – dishwasher temperature, meal counts)
- Cleans and sanitizes equipment, tables, carts, utensils and kitchen areas
- Performs audits, equipment checks as directed, reports any equipment failure or deficiencies to the HIPPO Maintenance Program
- Ensure that departmental safe work procedures are followed
- Places orders, receives and monitors food and supply deliveries and ensures they are stored appropriately
- Track inventory levels and report dietary needs to the supervisor as required  
Receives, records, and communicates all diet requisitions and changes as directed
- Uses products in accordance to WHMIS regulations  
Participates in the orientation and training of new Dietary Aides
- Attends and participates in department and site meetings and/or in services as appropriate
- Attends and participates in continuing educational and skills development opportunities
- Participates in quality improvement activities for both the Nutrition and Food Services Department and the Facility as appropriate
- Contributes to making the organization safe for the tenants and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity
- Performs other duties as assigned.



## 2. Tenant Care Functions

- Ensure a pleasant, supportive dining experience for tenants, family members, visitors, and co-workers
- Ensure attractive presentation of meals and special event food
- Ensure that special diet needs are reviewed and prepared as required

Salary available upon request

**HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:**

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your application to Angie Knudsen, Human Resource Officer at [aknudsen@havengroup.ca](mailto:aknudsen@havengroup.ca). Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

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).

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

HavenGroup is an employer compliant with public health orders.