

**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

<b><u>DIETARY AIDE-- RESTHAVEN:</u></b>	Open to all qualified applicants (internal/external)
<b><u>POSTED:</u></b>	June 1, 2023
<b><u>POSITIONS AVAILABLE:</u></b>	.567 Dietary Aide permanent position #11
<b><u>SHIFT LENGTH AND TIMES:</u></b>	7:30am to 2pm, 8am to 2:45pm, 11am to 6:30pm, 11:30am to 7pm, every other weekend;
<b><u>EFFECTIVE:</u></b>	As soon as possible
<b><u>POSITION NUMBER:</u></b>	P4-333

\*Hours of work may change based on facility and operational needs in the future\*

**ACCOUNTABILITY:** Nutrition and Food Services Manager

**POSITION PURPOSE:** Reporting to the Nutrition and Food Services Manager, the Dietary Aide is responsible for the completion of assigned tasks in relation to the safe preparation, serving, and distribution of nutritious meals to residents and tenants. The incumbent is responsible for serving meals to the staff and visitors, performing cashier duties, following proper 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 and action to be taken on unusual matters.

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. 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

**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 for regular therapeutic and textured meals 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

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated ability to work and communicate effectively within a team-based environment.
- Demonstrated competency in cash management
- The ability to respect and promote a culturally diverse population
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated flexibility in adjusting to a changing environment
- Demonstrated ability to communicate in English verbally and in writing following written directions
- Knowledge and ability to effectively and safely use dietary equipment following SWP
- Demonstrated ability and desire to engage in continuing education and skills development
- Mental and physical health to meet the demands of the position
- Completes and maintains satisfactory originals of the Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate

Salary, job description and rotation available upon request

**HavenGroup offers comprehensive benefit packages that vary depending 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.***