



**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

<b><u>DIETARY AIDE – CEDARWOOD:</u></b>	Open to all qualified applicants
<b><u>POSTED:</u></b>	September 5, 2024
<b><u>POSITIONS AVAILABLE:</u></b>	Casual Dietary Aide – Cedarwood Supportive Housing
<b><u>SHIFT LENGTH AND TIMES:</u></b>	Variable (6:30am – 1:00 pm and 12:30pm to 7:00 pm) 6hr shifts
<b><u>EFFECTIVE:</u></b>	Open until filled
<b><u>POSITION NUMBER:</u></b>	P4-391

**ACCOUNTABILITY:** Director of Housing

**POSITION PURPOSE:** Reporting to the Director of 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

**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.
- 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 and job description 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.***