

**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

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| <b><u>DIETARY COOK/AIDE– RESTHAVEN:</u></b> | Open to all qualified applicants (internal/external)   |
| <b><u>POSTED:</u></b>                       | April 7, 2025  |
| <b><u>POSITIONS AVAILABLE:</u></b>          | .728 EFT Cook #7 and Dietary Aide #2 indefinite term position (this position could end with one week's notice) |
| <b><u>SHIFT LENGTH AND TIMES:</u></b>       | 8am – 2:45pm, 8:00am – 4:15pm, 11am – 6:30pm and 12:15pm – 7pm; every other weekend;                           |
| <b><u>EFFECTIVE:</u></b>                    | June 3, 2025   |
| <b><u>DEADLINE:</u></b>                     | April 14, 2025 at 11:00am  |
| <b><u>POSITION NUMBER:</u></b>              | P4-332 and P4-333  |

**This is a maternity leave of absence indefinite term position and could end with one week's notice**

**ACCOUNTABILITY:** Nutrition and Food Services Manager

**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.

Reporting to the Nutrition and Foods Services Supervisor, the Cook is responsible for directing and performing the daily preparation, cooking and service of safe, high quality, nutritious meals to residents, staff and visitors of the facility, following established standards, departmental/ regional policies and procedures, and government regulations and legislation.

The Cook/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 incumbent exercises 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 position functions in a manner that is consistent with the Mission, Vision and Values, and the policies, of HavenGroup.

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**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

- Grade 12 Education or equivalent.
- Certificate in an accredited Cook Training Program may be an asset.

- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate 1 in the first month of employment.

#### KNOWLEDGE REQUIRED:

- Demonstrated cooking experience and ability to work in a fast-paced environment.
- Knowledge of relevant legislation and regulations, and safety standards, and ability to adhere to pertinent commercial quantity cooking.
- Knowledge of methods, principles and procedures employed in the presentation, preparation and cooking of food in an institutional setting for regular meals and special functions according to approved menus.
- Comprehensive use of English, both verbal and written.
- Basic computer skills.
- Knowledge of therapeutic and modified food textures.
- Knowledge of sanitary food handling principles and procedures.

#### EXPERIENCE REQUIRED:

- Minimum (1) year full time health care food service experience or institutional cooking experience.
- Other suitable combinations of education and experience may be considered.

#### SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work efficiently.
- Demonstrated ability for attention to detail.
- Demonstrated ability to maintain an organized work environment.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to communicate effectively with staff, health care professionals and co-workers, etc.
- Demonstrated ability to maintain a positive working relationship with all staff and residents.
- Demonstrated ability to communicate in English, verbally and in writing, and following written directions.
- Demonstrated ability to handle chemicals and cleaning supplies as per defined procedures.
- Demonstrated ability to problem solve within the responsibilities of the position.
- Demonstrated competency in cash management.
- Demonstrated ability to promote safety by practicing principles of body mechanics, electrical and chemical safety, Workplace Hazardous Materials Information System (WHMIS), thermal safety and accident prevention.
- Ability to respect and promote a culturally diverse population.
- Demonstrated ability to respect confidentiality, including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Completes and maintains a satisfactory 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 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.***