



VACANCY POSTING

Posting #: UFCW-2020-DAC	Employee Group: UFCW HOPE Service Workers Position Status: Permanent Part-Time Hours worked per week: Up to 24
Position: Dietary Aide / Cook – OPEN POSTING Wage Rates (January 2020): Dietary Aide - \$21.289 - \$21.940 Cook - \$23.017 - \$23.721	Department / Division: Corporate & Social Services / Grandview Lodge Location: Dunnville, Ontario

At Grandview Lodge, each position ensures the Resident's safety as well as their physical, social and recreational well-being and quality of living.

PURPOSE OF POSITION:

Reporting to the Supervisor, Dietary Services, the incumbent will:

- work in the kitchen, dish room, Resident dining rooms, serveries and area kitchenettes to provide quality meal service to the Residents, staff and guests at Grandview Lodge.
- prepare food for Residents, staff, guests and special functions
- ensure requirements of prescribed therapeutic and texture-modified diets are met.

EDUCATION & EXPERIENCE:

- High School (Grade 12) graduation (or equivalent) plus an additional program of up to one year or equivalent
- Food Handler Certificate required
- Must be a graduate of or currently enrolled in the Food Service Worker course.
- Must be a graduate of or currently enrolled in training as specified by the Ministry of Health & Long Term Care. For example, chef training or culinary management diploma or certificate, a certificate of qualification as a Cook (Reference: Ontario Regulation 249/10 which amended Ontario Regulation 79/10).

PLUS

- Over three months, up to and including six months current related work experience and work / life experiences that are necessary for the performance of the job and training and adjustment on the job itself. Experience in a health care facility or other institutional environment would be an asset.

Or equivalent to the above

KNOWLEDGE & SKILLS REQUIRED:

- Proven ability to read, write and follow oral and written instructions
- Good understanding of therapeutic diets is required

- Proven interpersonal skills to interact with Residents, team members and members of the public
- Proven ability to provide guidance and direction to a peer group
- Proven ability to work independently or as a team member

Machines & Equipment Operated include but are not limited to:

- Coffee urn
- Food Processor
- Toasters
- Steam kettle
- Meat slicer
- Hot food tables
- Grill
- Gas cooking stove / oven
- Steamer
- Mixer
- Hobart Mixer
- Blender
- Convection oven
- Dishwasher
- Mops / brooms

Accountabilities / Tasks

The incumbent is expected to:

- follow the Grandview Lodge philosophy of delivering care to Residents (Gentle Persuasive Approach)
- communicate with Residents, visitors and other personnel in a courteous manner
- ensure Resident's Bill of Rights are respected
- understand or be willing to learn therapeutic diet requirements
- prepare food for Residents, staff, guests and special functions
- schedule food preparation so food items are ready for meal service
- use standardized recipes; adjust recipes to ensure appropriate quantities of food available to meet menu requirements
- portion food for Resident meals, following therapeutic diet instructions
- clean work area
- handle all soaps, detergents and chemicals according to Workplace Hazard Material Information System (WHMIS)
- ensure appropriate handling of food / product waste and garbage in the nutritional services area
- ensure all equipment is clean and report any malfunctioning equipment to the Supervisor
- report all accidents and incidents to Supervisor immediately.
- undertake required administrative duties
- maintain food inventory under direction of the Supervisor
- complete dietary audits as required
- provide direction to Dietary Aides in the kitchen and dining room areas in the absence of the Supervisor
- maintain staff schedules as directed;
- replace staff, if required, due to call-ins

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | YES – LE 220 |
| - a pre-hire physical | YES – Physical Demands document available |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by no later than 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.