

COOK/SUPPORT SERVICES AIDE

DEPARTMENT:	FOOD SERVICES/ SUPPORT SERVICES
REPORTS TO:	MANAGER, FOOD SERVICES/SUPERVISOR, ENVIRONMENTAL SERVICES
STATUS:	PERMANENT PART TIME
SHIFT:	ALL SHIFTS
COMPENSATION:	COOK - \$24.686 - \$27.165/hr SSA - \$23.924 - \$26.327/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	SEPTEMBER 8, 2023

POSITION DESCRIPTION:

As Housekeeping Aide, the position maintains a clean, sanitary environment for patients, visitors and staff. The Housekeeping Aide performs routine cleaning tasks throughout the hospital including emergency and long-term care departments.

In the Laundry Aide role, this person is responsible for laundering the hospital and contract linen as well as linen and personal clothing for the Long Term care unit. The Laundry Aide also supplies the units (see below) with an adequate supply of clean linen in good repair. The units are as follows: Long Term Care, Emergency/Acute Care, EMS/Ambulance Bay, main kitchen and physiotherapy.

The Cook/Dietary Aide is responsible for food preparation and cooking of meals, according to the menu, and determining alternate menu items for therapeutic diets, shortages and resident preference. This position will prepare food and sort, utilize, discard and/or store leftovers according to HACCP. Dishing up meals, assisting with the delivery of trays to patient bedsides, pot washing and work area clean-up are also duties of this position. The Dietary Aide will also be responsible for serving beverages, removing and cleaning soiled dishes. In addition, the Dietary Aide position will assist with putting away the grocery order, ensuring par stock of the serveries, nourishment carts and room, rotating stock, and restocking the vending machines.

QUALIFICATIONS:

- Must have Grade 12, able to read & write fluently in English
- Two years related experience in Hospital and/or LTC
- Must be able to work with minimum supervision and independently
- Understanding of basic principles of cleaning procedures
- Health Care Institution Housekeepers Certificate (OHA, or equivalent) within 3 months from date of hire
- Successful completion of the Food Service Worker Program within 3 years from date of hire
- Food Handlers Certificate
- Able to communicate effectively with other departments, residents, family members, patients

The following is not required, but would be considered an asset -

- Chef training or Culinary Management diploma or certificate granted by an Ontario College or Private Career College or;
- Diploma or Certificate from another jurisdiction and has a set of skills that the employer feels is equivalent to above or;
- Certificate of Qualification as a Cook or Institutional Cook

In addition, the successful candidate must be available to work day, evening and night shifts, along with weekends and statutory holidays. An ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2023-82

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.