



**HALIBURTON HIGH**

## **SUPPORT SERVICES AIDE**

**DEPARTMENT:** SUPPORT SERVICES & FOOD SERVICES (HALIBURTON)  
**REPORTS TO:** MANAGER FOOD SERVICES  
SUPERVISOR ENVIRONMENTAL SERVICES & PLANT OPERATIONS  
**STATUS:** PERMANENT PART-TIME  
**SHIFT:** ALL SHIFTS  
**COMPENSATION:** \$23.924/hr - \$26.327/hr  
**UNION:** SEIU  
**AVAILABLE TO:** INTERNAL EMPLOYEES  
**DATE POSTED:** NOVEMBER 14, 2023

### **POSITION DESCRIPTION:**

The Dietary Aide assists with the preparation and organization of food and beverages for resident and patient meals. This position is responsible for preparing beverages, portioning desserts and cereals, preparing and labeling snacks, and setting up the dining rooms, guest meals, and tray service. The Dietary Aide will also be responsible for serving beverages, assisting with meal service, removing and cleaning soiled dishes and appropriately storing and/or disposal of leftovers according to HACCP. In addition, this 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 machine.

As Housekeeping Aide, the position maintains a clean, sanitary environment for patients, visitors and staff. 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.

### **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
- Commitment to enroll in and provide proof of enrolment prior to the start date or have completed the Food Handler Course
- Food Service Worker Program considered an asset
- Understanding of basic principles of cleaning procedures
- Health Care Institution Housekeepers Certificate (OHA, or equivalent) within 3 months from date of hire
- Able to communicate effectively with other departments, residents, family members, patients

**SUBMIT APPLICATION AND RESUME TO:**

**Human Resources Job Application Box**

**PLEASE QUOTE JOB NUMBER:**

**2023-104**

**DEADLINE:**

**November 22, 2023 @ 1600 Hours**

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.