

THE UNITED COUNTIES OF LEEDS AND GRENVILLE



Maple View Lodge

Invites applications for the position of:

Dietary Aide

Status: Permanent Full-Time

Shifts: Days/Evening

2023 Salary: \$22.73 to \$27.09

Location: Athens, Ontario

Bargaining Unit: OPSEU Local 494

POSITION SUMMARY:

The Dietary Aide is responsible for providing a variety of duties related to the service of foods and the routine cleaning of food services areas in accordance with the policies of the Home and applicable legislation. As a valued member of Long-Term Care Services, demonstrate a commitment to Resident Safety by providing quality care in accordance with the organization's mission and vision. Reports directly to Support Services Supervisor or delegate.

QUALIFICATIONS:

- Successful Completion of The Food Service Worker training program at an established college as listed in the Ontario Colleges of Applied Arts and Technology Act, 2002 or a registered private career college in Ontario.

OR

- One of the following diplomas / certificates / degrees: Post-secondary diploma in food and nutrition management, Post-secondary degree in food and nutrition, Chef Training

Diploma or Certificate, Culinary Management Diploma or Certificate, Food Service Worker Program Diploma or Certificate, Certificate of qualification as a Cook, Certificate of qualification as an

Institutional Cook, Certificate of qualification as an Assistant Cook, Food Handler Training Program Certificate and proof of enrollment in a Food Service Worker Program (which must be completed within three years of being hired) , Food Handler Training Program Certificate and proof of entry into a registered training agreement in the trade of Cook, Institutional Cook or Assistant Cook

- Preference will be given to those with a minimum of one (1) year Food Service experience preferably in a Long-Term Care setting.
- Previous experience as a food server in a dining room setting is an asset
- Requires understanding of the special needs of seniors and Ministry of Health Compliance Standards in a long-term care setting.
- Ability to demonstrate attributes that contributes to a respectful, caring environment.
- Ability to stand for long periods. Repetitive reaching, bending, climbing step ladder, pushing and lifting using good body mechanics.
- Excellent communication skills and be able to follow verbal and written instruction in English
- Exhibit patience and tact in their daily tasks involving residents, guests and staff • Ability to set priorities and organize work in response to department needs
- Have flexibility with work schedule, willing to accept shifts on short notice.

Duties and Responsibilities:

- Portion and serve correct meals to residents and guests
- Responsible for setting and clearing tables and keeping the work areas, dining room and other areas in the department clean and sanitized
- Assist in the dishwashing process and prepare and set up daily nourishments • Functions effectively and contributes positively to the Dietary Services Team
- Assists cook with meal preparation and relieves the cook during absences.
- Accept orders from suppliers, storage of supplies, rotation of stock when required.
- Maintains documentation within the department as required.
- The United Counties' of Leeds and Grenville regards its employees as the most valuable asset in the organization. All employees are responsible and accountable for ensuring that health and safety standards are incorporated into all aspects of our business. Furthermore, that facilities and resources are made available to ensure the successful

execution of all required Health and Safety legislation as well as corporate policies and procedures are adhered to.

- Maintains a high level of respect of confidentiality for the organization, as per the *Freedom of Information and Protection and Privacy Act (FIPPA)*.
- Other related duties, as requested and required.
- **Regulated Safety Activities:** Must adhere to all service area policies and procedures as outlined in WHMIS, Infection Control, Fire, Health and Safety, and other manuals and legislation.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

How to Apply:

Cover letter must reference Competition "MVL-24-42". Resume and cover letter must be submitted online **by 4:00 p.m. on /before April 4th, 2024** to careers@uclg.on.ca

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting hr@uclg.on.ca . Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.