

SUPPORT SERVICES AIDE

REVISED

DEPARTMENT:	SUPPORT SERVICES
REPORTS TO:	MANAGER, FOOD SERVICES/SUPERVISOR, ENVIRONMENTAL SERVICES
STATUS:	3 PERMANENT PART-TIME
SHIFT:	ALL SHIFTS
COMPENSATION:	\$22.054 - \$24.269/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	MAY 31, 2022

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 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 meal room and trays for meals. 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 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

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 Job Application Box

PLEASE QUOTE JOB NUMBER:

2022-46

DEADLINE:

June 8, 2022 @ 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.