

INTERNAL JOB OPPORTUNITY

POSITION:	KITCHEN STAFF II	JOB POSTING #:	DRAFT
DEPARTMENT:	Huron Lodge	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543178
POSTING STATUS:		POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.05
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	

DUTIES:

Under the direction of the Manager of Nutrition and Dietary Services or designate, is responsible for general duties in regards to all Nutrition and food service functions such as but not limited to kitchen services, pantries, café and dining room including setting and clearing tables; food preparation; transporting food and equipment to and from dining areas utilizing carts; unloading and loading carts; keeping work areas and equipment sanitized and clean; washing dishes and pots and pans; keeping kitchen, cafe, services and pantries and dining areas well stocked; service of meals to residents and public; preparation of special foods for special functions; ensuring special diets are observed and carried out; complete and proper documentation as per Huron Lodge Policies and Procedures; adhering to prescribed Ministry of Long Term Care and the Ministry of Health standards and Huron Lodge's health and safety policies and procedures; duties as assigned under Emergency Preparedness Plan; performs duties detailed in Huron Lodge's Policy and Procedure manuals; must be aware of the Residents' Bill of Rights and endeavor to respect and promote such; attend all mandatory in-service training; communicates in a respectful manner and maintains amiable relations with the residents, the public and fellow staff. All influenza vaccine/outbreak protocols must be followed on a yearly basis. Will perform other duties as assigned. Occupational Health & Safety duties as outlined in the corporate Health and Safety Program.

- QUALIFICATIONS:**
- Must have a Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
 - Must have a Food Service Worker Certificate from a recognized Community College and recognized by the Ministry of Health and Long-Term Care; **OR**
 - Must be enrolled in the Food Service Worker Certificate Program at a recognized College established under the Ontario College of Applied Arts and Technology Act 2002, which has been approved by the Ministry of Health and long Term Care Act and Regulations and must complete (at their own expense) and provide proof of the Food Service Worker Certificate within 2 years from their appointment date to the position;
 - Must have a Ministry of Health and Long-Term Care Food Handler Certificate from Windsor-Essex County Health Unit with applicable renewals maintained every five (5) years;
 - Must have excellent written and verbal communication skills;
 - Will be required to lift up to 39 lbs.
 - Will be required to complete a post-offer strength test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job;
 - Previous experience with the elderly is desirable;
 - Previous kitchen experience will be considered an asset;
 - A graduate from a College or University program in the area of Culinary Management or Food & Beverage Management will be considered an asset;
 - Successful completion of any gerontological courses will be deemed an asset;
 - Proven commitment to ongoing education, training and professional development will be considered an asset;
 - Related community and volunteer experience are a definite asset;
- Continued.....

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- Computer skills an asset.

Continued..

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Update:**
- By Human Resources on October 9, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.