

POSITION: KITCHEN STAFF I**JOB POSTING #:**

DEPARTMENT: Huron Lodge
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS:
SHIFT WORK REQ'D: Yes

UNION: 543
JOB CODE: 543182
POSITION #:
GRADE/CLASS: 0.07
SALARY RANGE: \$20.26 to \$23.82 hourly
HOURS PER WEEK: 40

DUTIES:

Under the direction of the Dietary Supervisor or designate, will perform kitchen duties in the kitchen and in the dining room including washing and sanitizing pots, pans, kitchen equipment, carts, tabling, shelves, refrigerators, freezers; transporting, handling and storage of food and equipment; dishwashing; washing of floors and stoves; will serve meals and nourishment to residents and work in dining room areas; will deliver food to residents at the Satellite Homes; will assist the Cook in preparation of meals; prepare special foods for special functions; ensure special diets are observed and carried out; must have knowledge of handling all kitchen equipment in a safe and efficient manner; will ensure proper documentation; must adhere to prescribed Ministry standards; must keep work area and equipment clean and sanitized; will take out refuse; duties as assigned under Emergency Preparedness Plan; attend all mandatory in-service training; maintain professional relations with residents, families, the public and fellow staff; must perform other related duties as required. All influenza vaccine/outbreak protocols must be followed on a yearly basis. Occupational Health and Safety duties as outlined in the corporate Health and Safety program.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies
- Must possess a Food Service Worker Certificate
- Must possess a Food Safety Program Certificate from Windsor-Essex County Health Unit
- Must have over three (3) months experience in a kitchen environment;
- Must have excellent written and verbal communication skills;
- Previous experience with the elderly is desirable;
- A graduate from a recognized college or university program in post-secondary training in the area of Food Beverage Management will be an asset;
- Health Care Setting experience a definite asset resulting in demonstrable knowledge of food preparation and storage, proper usage of kitchen equipment, knowledge of related Health & Safety Acts and Regulations and appropriate sanitation methods;
- Successful completion of any gerontological courses deemed an asset;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Related community and volunteer experience a definite asset;
- Computer skills an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE 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 and Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a 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 and resume to the Human Resources Department

Updated:

- By Human Resources on June 18, 2010