

POSITION: NUTRITIONAL ADMINISTRATIVE ASSISTANT

JOB POSTING #:

DEPARTMENT: Huron Lodge
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543374
POSITION #:
GRADE/CLASS: 0.09
SALARY RANGE: \$22.60 to \$26.62 per hour (2012)
HOURS PER WEEK: 40.00

DUTIES:

Reporting to the Manager of Dietary Services or designate, responsible to assist the Manager or designate in a clerical and administrative capacity with the daily functions of the dietary department including data input related to resident nutrition status, working with the Dietitian in regards to Nutritional/therapeutic assessments of Residents, quality assurance systems, filing, processing of bills, photocopying, records retention, spreadsheet chart design, development and maintenance, processing of charts for dining areas and kitchen, on-going evaluation and design of departmental bring forward systems and internal process systems; assists in the design and development and monitoring of resident menus; staff schedule design, scheduling and time book entries, development and maintenance, performs staff sick call replacements; responsible for the ordering of dry goods and food items, liaising with suppliers, conducting product quote comparisons; monitors departmental inventory and co-ordinates inventory needs for the department; works as a collaborative team member on departmental committees; attend resident Care Conferences representing Dietary Department; assists in special event planning and preparation; communicates in a respectful manner with residents, families and co-workers; assists in maintaining a tidy and clean environment; performs duties detailed in Huron Lodge's Policy and Procedure manuals, as well as duties as assigned per the Emergency Preparedness Plan. All Influenza vaccine/outbreak protocols must be followed on a yearly basis. Perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies;
- Must have a Food Service Worker Certificate from a community college and approved by the Ministry of Health and Long-Term Care;
- Must have a Ministry of Health and Long-Term Care Food Handlers Certificate from Windsor-Essex County Health Unit with applicable renewals maintained every (5) years;
- Must have over (1) year experience in therapeutic diets, excel, access or other data base programs;
- Must have a minimum typing speed of 40 w.p.m.;
- Must possess excellent written and verbal communication skills and effective listening skills;
- Must have knowledge of the dynamics of nutrition as part of the aging process;
- Related work and/or educational experience in food production and nutrition will be deemed an asset;
- Proven commitment to ongoing professional development an asset;
- Working knowledge of Microsoft Office Suite of products including Excel, PowerPoint, Outlook, etc. will be deemed an asset;
- Genuine interest in the elderly and a sincere commitment to the residents, empathy, patience and tact in interactions with others are required;
- Additional related courses a definite asset;
- Experience in long-term care preferable;
- Related community and volunteer experience deemed a definite asset;
- Additional language skills deemed a definite 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 an 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 Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on February 27, 2012