

JOB DESCRIPTION

POSITION:	KITCHEN STAFF II		
DEPARTMENT:	Huron Lodge	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543178
HOURS OF WORK:	40	GRADE/CLASS:	0.05
SHIFT WORK REQ'D:	Yes		

DUTIES:

Under the direction of the Supervisor Dietary Services and Nutrition Manager or designate, this position will be 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 Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have a Food Service Worker Certificate from a Community College and recognized 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 five (5) years;
- Must have excellent written and verbal communication skills;
- 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 Food & Beverage Management will be considered an asset;
- Successful completion of any gerontological courses will be deemed an asset;
- Commitment to ongoing education, training and professional development is considered an asset;
- Related community and volunteer experience are a definite asset;
- Computer skills an asset;
- The physical demands analysis associated with this job indicates a light to medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

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.