



Food Support & Kitchen Housekeeper

Part Time, Permanent

HOSPICE CARE OTTAWA - EXTERNAL POSTING

Who We Are:

[Hospice Care Ottawa](#) (HCO) is a community-based charitable organization whose mission is to accompany and support individuals and their families through their end of life journey by providing compassionate, high quality care. Hospice programs include Day Hospice, In-Home support, Family Support, Residential Hospice services and Bereavement Support. We rely on and value the contribution of over 600 volunteers who contribute to every aspect of our programs. HCO proudly recognizes and welcomes the diversity of our community and strive to be inclusive for all. HCO is looking for people to work in a supportive integrated environment who are committed to supporting the highest quality palliative care.

PRIMARY FUNCTION:

The Food Support & Kitchen Housekeeper will support the food services team of the Ruddy-Shenkman Hospice kitchen, dining room and Day Hospice areas as well as supporting the preparation of foods at Ruddy-Shenkman Hospice. This position is eligible for group benefits and paid personal/sick time.

KEY RESPONSIBILITIES:

Food service support and thorough cleaning of Hospice kitchen, dining room, living room and activity area including:

- Follows the direction of the Food Services Cook and Head Cook.
- Works in close collaboration with the Coordinators of the Day Hospice Program and Residence Program, to develop and maintain a healthy menu for residents and program clients.
- Responsible for supply inventory, rotation of food items, reviewing for expired food items in pantry, refrigerator, and freezer, controlling food waste and spoilage.
- Maintains inventories and assists in preparing shopping list for meal planning
- Cleaning and sanitizing of assigned work areas, following all sanitation and PPE protocols for hospital kitchens and hospital residences
- Cleans and inspects equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation according to sanitation standards
- Ensures compliance with all applicable standards for food preparation and storage.
- Engages and develops collegial relationships with colleagues and volunteers.
- Provides Food Services and facility housekeeping backup at all locations when required
- AD hoc duties for facilities and food services

COMPETENCIES:

The Food Support & Kitchen Housekeeper is expected and required to possess and demonstrate the following competencies in the performance of their position within the organization.

- Knowledge of food guides and safe food practices guidelines
- Ability to operate various kitchen equipment



- Ability to read and comprehend recipes or instructions, follow standardized recipes and calculate adjustments as needed
- Ability to take direction, learn procedures as they relate to the mission and values of Hospice Care Ottawa
- Be a team player with ability to adapt to changing requirements and to meet the demands and changes within the workplace
- Reliable and dependable, excellent attendance
- Ability to organize work and work under deadline
- Effective oral and written communication in English; bilingualism an asset
- Demonstrate proficiency in Microsoft Office including Outlook, Excel

Education, Licenses and Certificates

- High School Diploma
- Possess valid Food Safe, SafeCheck or Food Handler Certification recognized by the Ontario Ministry of Health, or willing to complete.
- Completion of a 1-year Food Service Worker post-secondary program is considered an asset

Experience

- Working within a health care facility or community/commercial kitchen is an asset*. (**an equivalent combination of education, training and experience may be taken into consideration*)

Other:

1. Completion of a Vulnerable Sector Check to Hospice Care Ottawa's satisfaction
2. COVID-19 Proof of full vaccination required and ability to continue to comply with vaccination policy
3. Ability to travel between locations

Physical Demands

- Ability to stand for prolonged periods of time
- Ability to walk throughout the residence
- Ability to lift up to 30 lbs.
- Ability to push/pull over 30 lbs.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed in this job and are not an exhaustive list of all responsibilities, duties and skills required for this role. Additional tasks may be assigned to the employee outside of their normal responsibilities from time to time, as needed. The scope of the job may change as necessitated by business demands.

Reporting Relationship: Food Services Head Cook
Position Status: Permanent, Part-time



Position Schedule:	11 hours per week, weekdays; some weekends to assist in coverage for leaves, such as vacation and/or sick.
Compensation:	\$16.32 to \$18.36 based on the wage schedule in the collective agreement
Location of Work:	Hospice Care Ottawa locations: Ottawa, Kanata
Travel:	Required. Must be able to travel within Ottawa-area
Language of Work:	Bilingualism in both official languages preferred - oral and written
COVID-19:	Proof of full COVID-19 vaccination is required; possess the ability to continue to comply with vaccination policy
Vulnerable Sector Check:	Required

Hospice Care Ottawa is an equal opportunity employer welcoming application from individuals with diverse backgrounds. Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

To Apply:

Qualified candidates may submit their application by Tuesday July 25, 2023 at 4:00PM, in the form of one document consisting of a cover letter and resume either in Word or PDF format, to the attention of:

Jamie Roach
Human Resources & Scheduling Coordinator
Hospice Care Ottawa
Jamie.roach@hospicecareottawa.ca

Applications will be considered on receipt and candidates may be contacted prior to the closing date. We thank all applicants for their interest; however only those selected for interview will be c