



Food Services Assistant

Part-time, 20 hours per week

1 year contract (September 2022 – September 2023)

JOB SUMMARY:

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

The Food Services Assistant is responsible for coordinating, supervising, and directing all aspects of the Hospice kitchen operations. The purpose of our kitchen is to provide meals for the residents, snack and refreshments for families and visitors and light snacks for our Wellness and Bereavement program participants. The Food Services Assistant will schedule kitchen volunteers, while working closely with the Volunteer Coordinator; establish weekly meal plans and maintain appropriate inventory and supply levels. The Food Services Assistant will be responsible for ensuring the safe and healthy preparation of meals and adhering to all internal Health & Safety and Public Health requirements and standards.

KEY RESPONSIBILITIES:

- Oversee all kitchen operations ensuring a clean and hygienic environment and complies with health regulations and quality requirements
- Oversight to ensure a safe working environment
- Create an inventory system for all kitchen supplies and equipment, ensuring sufficient stock levels
- Create, review, and update weekly nutritious meal plans based upon the Canada Food Guide and create an inventory of meal plans and easy to understand recipes while meeting the diverse individual needs of the current residents
- Oversight for the refreshment centre in the family kitchen, replenishing coffee, tea, and baked goods as necessary and ensuring adequate supplies are available for use
- Oversight to ensure the kitchen is able to operate efficiently on a daily basis including weekends and holidays
- Oversight for ensuring daily updated nutrition sheets are placed in the nutrition binders
- Acts as the first point of contact for kitchen volunteers and work collaboratively with the Volunteer Coordinator regarding scheduling, supervision, and training
- Training of all volunteers who will be working in the kitchen about the systems and processes of the kitchen
- Oversight for the preparation and serving of food for residents and program participants
- Maintain safe storage of perishable and non-perishable foods
- Oversight for ensuring daily temperature checks on all refrigerators and freezers is recorded
- Ensure maintenance of a clean and hygienic environment, including stove, fridge, sinks, countertops, back walls, dishwasher, interior, and exterior cupboards
- Ensure the safe storage and disposal of food and beverages



- Ensure maintenance of accurate daily log of food and beverage usage and waste
- Ensure preparation and cooking stations are stocked appropriately
- Ensuring kitchen equipment is working; clean and in good repair and notifying management of any repairs or maintenance required for kitchen appliances and equipment
- Create weekly grocery and kitchen necessities list; input online shopping order and/or in person shopping and coordinate volunteers for pickup, delivery, and stocking of order
- Reviews results of satisfaction surveys related to nutrition
- To manage own workload and prioritize tasks and duties effectively

THE IDEAL CANDIDATE:

- Secondary School Diploma required
- Certified in Safe Food Handling or willing to obtain ASAP
- Experience with food preparation
- Knowledge of Health and Safety regulations
- Experience working with volunteers in the non-profit sector a benefit
- Knowledge of hospice/palliative care philosophy
- Experience working in a health care environment or a desire to work with residents and families
- Experience providing food services to palliative care patients an asset
- Strong communication, interpersonal and team-building skills with a warm, compassionate, and caring attitude
- Experience supervising others an asset
- Ability to respond quickly in a dynamic and changing environment
- Knowledge of dietary needs for people with advanced disease an asset
- Proven strong organizational skills
- Knowledge of budget management
- Experience with Microsoft suite of software, including MS Word and MS Excel

OTHER REQUIREMENTS

- Ability to work some weekends and holidays, (typically Monday to Friday, twenty (20) hours per week)
- Required to provide a satisfactory current criminal reference check (CPIC) including for Vulnerable Populations prior to hire
- Carpenter Hospice has a mandatory COVID-19 immunization policy in place. All applicants will be required to adhere to this policy

To apply, please email your cover letter and resume to **HR@thecarpenterhospice.com**

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase



of the recruitment process, please indicate this in your cover letter. For any assistance, please contact the Human Resource Department at 905-631-9994 extension 136.

We thank all applicants for their interest in Carpenter Hospice. Only qualified candidates selected for interviews will be contacted.