



Kitchen & Nutritional Services Aide

Part-time - 30 hours per week – 2-year contract

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 Kitchen & Nutritional Services Aide 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, snacks and refreshments for families and visitors and light snacks for our Wellness and Bereavement program participants. The Kitchen & Nutritional Services Aide will work closely with the Manager, Volunteer Services to ensure volunteer support and training in the kitchen; establish weekly meal plans and maintain appropriate inventory and supply levels. The Kitchen & Nutritional Services Aide 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 the kitchen can operate efficiently daily; 7 days/week including holidays
- Create, review, and update nutritious meal plans and create an inventory of meal plans and easy to understand recipes while meeting the diverse individual needs of the current residents
- Oversight and monitoring of resident nutrition sheets
- Oversight for the preparation and serving of food for residents and program participants
- Create an inventory system for all kitchen supplies and equipment, ensuring sufficient stock levels
- Create weekly grocery and kitchen necessities list and coordinate volunteers for pickup and stocking
- Ensure maintenance of accurate log of food and beverage usage and waste
- 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
- Acts as the first point of contact for kitchen volunteers and works collaboratively with the Manager, Volunteer Services regarding scheduling, supervision, and training
- Training of all volunteers who will be working in the kitchen about the systems and processes of the kitchen
- Ensure maintenance of a clean and hygienic environment, including stove, fridge, sinks, countertops, back walls, dishwasher, interior, and exterior cupboards
- Ensuring kitchen equipment is working; clean and in good repair and notifying manager of any repairs or maintenance required for kitchen appliances and equipment
- Oversight to ensure a safe working environment



THE IDEAL CANDIDATE:

- Completion of Food Services Worker program or at least 1-2 years experience working in a kitchen
- Certified in Safe Food Handling or willing to obtain within the first month in the role
- Experience with food preparation
- Knowledge of Health and Safety regulations
- Experience working in a health care environment or a desire to work with residents and families
- Knowledge of dietary needs for people with advanced disease an asset
- Strong communication, interpersonal and team-building skills with a warm, compassionate, and caring attitude
- Experience working with volunteers in the non-profit sector and/or supervising others an asset
- Ability to respond quickly in a dynamic and changing environment
- Proven strong organizational skills
- Knowledge of budget management
- Experience with Microsoft suite of software, including MS Word and MS Excel

OTHER REQUIREMENTS

- This role requires meeting the needs of the hospice's 24/7 operation with support from a team of volunteers and will require setting your work schedule to meet the needs of the operation for coverage of meal schedules of: Morning (8:30 am – 10 am) Lunch (12-1:30 pm) and Dinner (5:00-6:30 pm). This may include some weekend day shifts and some holiday shifts
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire

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.