



JOB POSTING: Logistics and Nutrition Assistant , Logistics & Nutrition Services

File #: 21-LANA	Status: Temporary Part Time (4 positions, up to 6 months)	Posting Period: OPEN
Work Location: Providence Care Hospital	Employee Group: OPSEU 4104 Service/Clerical	Wage Rate: \$23.13 - \$23.87

Position Summary:

Working as a collaborative team member, the Logistics and Nutrition Assistant performs various duties including food and nutrition preparation, delivery, cleaning and sanitation processes; portering patients/clients/equipment/supplies; and providing transportation services for outpatients/clients.

Education & Experience:	Key Knowledge, Skills & Abilities:
<p>Minimum of Ontario Secondary School Grade 12 equivalency</p> <p>Completion of the requirements for the National Food Safety Training Certificate Program</p> <p>Six months' work experience in an institutional food services environment, preferred</p> <p>Experience working with HACCP guidelines, preferred</p> <p>Valid Ontario driver's license Class G, and clear driver's abstract; Class F preferred</p> <p>Experience using computerized systems</p>	<ul style="list-style-type: none"> ▪ Demonstrated knowledge of Highway Traffic Act and Regulations ▪ Demonstrated ability to effectively follow written and oral work instructions with attention to detail, neatness and accuracy in a variety of documenting and tasks ▪ Demonstrated commitment and effectiveness complying to sanitation and cleanliness standards of self, work tools and work environment ▪ Demonstrated good physical and mental condition to meet the demands of the position, such as lifting and pushing moderately heavy loads ▪ Demonstrated high standards of personal cleanliness ▪ Knowledge and ability to work with Computers, software applications and other electronic devices(Microsoft Office Suite of products,, equipment and inventory software programs) ▪ Aptitude to perform basic data entry and report generation from a computerized food and nutrition system ▪ Demonstrated commitment to the Mission, Vision, Values, Ethics and strategic directions of Providence Care ▪ Demonstrated ability to create an inclusive and welcoming environment that values each individual; respects their values, preferences and unique abilities; and mitigates against the experience of stigma ▪ Demonstrated commitment to ongoing process improvement & delivering outstanding quality & results ▪ Demonstrated positive approach and resilience toward innovation and change, and ability to quickly adapt to evolving workplace standards of practice ▪ Demonstrated understanding and alignment to, expectations and deliverables of the organizational, department and team goals; effective stewardship of resources ▪ Demonstrated interpersonal, written and verbal communication skills and ability to demonstrate tact and diplomacy with diverse groups of stakeholders ▪ Demonstrated ability to effectively work independently with proven reliability and trustworthiness ▪ Demonstrated ability to organize and prioritize work effectively, manage a full work-load and meet deadlines in a busy environment with frequent interruptions ▪ Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position ▪ Demonstrated effectiveness as a team member through collaboration, respect and effective communication ▪ Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation, promoting a physically and psychologically safe environment for everyone ▪ Satisfactory Criminal Reference Check & Vulnerable Sector Screen for external candidates if hired; must be an original copy, current within last six months ▪ Bilingual in French and English language, preferred

Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: work@providencecare.ca.

Contact Katie Belisle Recruitment & Staffing Specialist, 613.544.4900 x 53455 for a complete list of duties, responsibilities or inquiries.

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.