



VACANCY POSTING

Vacancy:	Dietary Aide
Description of Position:	Temporary Part time
Number of Vacancies:	1 Position
Unit:	Food Services
Wage Grid:	\$25.579 - \$26.504
Employee Group:	CUPE Service
Shift Work:	Yes
Weekend Work:	Yes
Date Posted:	November 6, 2025
Closing Date & Time:	November 13, 2025 at 1700 hours
Reference Number:	#25-198 T-PT DIETARY AIDE

Please note: This posting is for an existing vacancy

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting to the Food Service Supervisor, the Dietary Aide prepares or assists in the preparation of food, assemble meals and nourishments for delivery to patients, sanitize service ware and help with the maintenance and cleanliness of the department. Serve cafeteria customers as assigned.

NATURE AND SCOPE OF WORK

Assembles patient trays by:

- Setting up beltline stations with both food and utensils
- Loading completed trays onto a carrier
- Serving food and beverages on a beltline
- Tidying beltline area after meal service
- Removing leftover food from beltline and putting away appropriately in refrigerator, etc.
- Delivery of meal carts and nourishments to the wards

Provides ware washing services by:

- Unloading dirty trays into beltline
- Removing all utensils and dishes from patient and cafeteria trays
- Racking soiled dishes into baskets
- Washing and storing pots
- Racking trays
- Racking heat on demand bases and tops
- Loading dish machine
- Rinsing all dirty plates and bowls before sending them to the dish machine
- Removing all refuse from the trays and appropriately disposing of it
- Pre-soaking soiled cutlery
- Racking clean cutlery
- Receiving dishes and putting them into the appropriate lowerators and racks
- Cleaning cafeteria tables, chairs, floors, server line

Assists with meal preparation by:

- Portioning ready bread
- Portioning special nourishments, condiments for patients
- Portioning dessert and condiments for catering
- Obtaining the appropriate dishes and equipment for meal service
- Recording production count
- Wrapping cutlery
- Preparing daily nourishments

Serves cafeteria customers by:

- Preparing salads, sandwiches and vegetables
- Serving food to customers
- Completing cash transactions
- Summarizing and balancing cash recoveries daily
- Replenishing cafeteria food and service ware
- Cleans the grill

Safety:

- Use protective equipment and devices as provided
- Report any missing or defective protective equipment/devices to the supervisor
- Report any hazardous conditions to supervisor

All other reasonable duties as requested by Food Service Supervisor

QUALIFICATIONS

- Successful completion of the recognized “Dietary Aide Certificate Program” preferred
- Successful completion of a recognized “Safe Food Handling” course
- Ability to communicate in English, orally and in writing, and to arrange items according to numerical sequence
- Must have the ability to learn and to follow the policies and procedures of the department and the requirements under Ontario’s Occupational Health and Safety Act, and WHMIS 2015
- Demonstrate knowledge of safe food handling

- Previous experience in an institutional food service setting is an asset
- Promotes the commitment statement of the organization.
- Responsible for his/her own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Sam Hutchingame at extension #6209**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process.