



2023-1133-CM-76

**HASTINGS CENTENNIAL MANOR  
Bancroft, Ontario**

**COOK/DIETARY AIDE  
Part-Time**

The County of Hastings is currently accepting applications for a **Part-Time Cook/Dietary Aide** in the Dietary Department at Hastings Centennial Manor Long Term Care Facility in Bancroft, Ontario.

**DUTIES**

- Prepare and set up of meals as per posted menu and production sheets.
- Portion appropriate food items as per standard portion sizes on posted menus.
- Follow and adhere to all Ministry of Health and Long Term Care Standards.
- Follow and adhere to Public Health Standards in preparation and storage of food.
- Ensure a quality product is produced and ensure a quality product is served by communicating and working with Dietary Aides.
- Provide guidance and assistance to other Dietary staff with daily production requirements.
- Follow production books / follow standardized recipes.
- Maintain a clean and sanitized work area / kitchen.
- Operate kitchen equipment / clean kitchen equipment – as per procedures.
- Receive groceries and ensure the kitchen is stocked using FIFO.
- Maintain accurate documentation and records as established by the Home.
- Other duties as assigned

**QUALIFICATIONS**

- A chef training diploma or certificate or a culinary management diploma or certificate in accordance with the Ministry of Health and Long-Term Care Homes Act and Regulations, or a certificate of qualification as a Cook issued by the Director of Apprenticeship, or a commitment to obtain.
- Ministry Approved Food Service Worker Certificate
- Current Food Handler Certificate from the Public Health Unit.
- Grade 12 Diploma or equivalent.
- Knowledge of Food Premises Regulations made under the Public Health Act.
- Demonstrated ability to:
  - Organize and manage time
  - Be a team leader
  - Work with minimal supervision
  - Regularly and punctually attend work
  - Complete tasks as a team player to ensure cooperation and excellence in residents satisfaction
  - Accurately follow and meet Ministry Standards, written procedures, and verbal instruction.
- Have good communication skills and problem solving abilities

**HOURS OF WORK:** All Shifts

**WAGE RANGE:** \$22.92 & \$23.73 (probationary rate)  
\$23.17 & \$23.98 (after probationary period)

Interested candidates may submit their resume and covering letter to the following:

Colleen Dunham  
A/Human Resources Advisor  
Talent Management & Acquisition  
[careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Please quote “**2023-NON-CM-76 - Your Name**” in the subject line.

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*