

## THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington Terrace  
Long Term Care Home  
Nutrition Services Division  
Requires a  
**Part Time**  
**Nutrition Services Worker**

The Nutrition Services Worker will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Nutrition Services Manager, the Nutrition Services Worker contributes to the provision of a quality dining experience and ensures the safe, palatable and efficient delivery of the meal and snack service for residents. This is a part time position and includes days, evenings, weekends and holidays (subject to change based on the needs of Wellington Terrace).

### The minimum qualifications for this position include:

- Grade 12 diploma (or equivalent) and enrolment in or successful completion of Food Service Worker Programme through a recognized Community College.
- Current Safe Food Handler's Certificate.
- Previous food service experience is an asset.
- Previous experience in a health care setting is an asset.
- Police Vulnerable Sector Check required upon hire.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

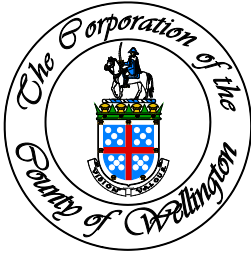
**This position offers an hourly range: \$23.21 - \$27.12 (2021 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #011-22 by January 21 at 12:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Nutrition Services Worker	<b>Reports to:</b> Nutrition Services Manager
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b> October 2006	<b>Revised:</b> July 2016

### **BASIC FUNCTION:**

The Nutrition Services Worker will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Nutrition Services Manager, the Nutrition Services Worker contributes to the provision of a quality dining experience and ensures the safe, palatable and efficient delivery of the meal and snack service for residents.

### **PRINCIPAL RESPONSIBILITIES:**

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Promotes and supports the entire Nutrition Services programme including resident meal and snack service, palliative care, hospitality and special events.
- Prepares light food and beverages such as: eggs, toast, cereal, muffins, sandwiches, snacks, texture and fluid consistency modifications according to standardized recipes.
- Completes the core functions of meal and snack service. This includes: dining room set up, distribution of beverages, special request items and nutritional supplements, food counter set up, meal portioning, meal distribution, and clean-up according to established protocols.
- Reviews and follows therapeutic and individual customized menu requirements.
- Communicates individual resident likes/dislikes, special needs, and special requests to the home area team, Nutrition Services Manager or Supervisor, Registered Dietitian, or Cooks according to established protocols.
- Follows nutrition management software reports to ensure resident diet orders, special needs, likes/dislikes, and special requests are provided in a consistent and safe manner.
- Collaborates with servery team to ensure all daily routines are completed as assigned and servery unique goals and objectives are met.
- Promotes safe food handling and infection control techniques.
- Participates in planning and organizing of special dining events.

Attends resident care conferences to review nutritional plan of care with resident, family and interdisciplinary team.

Attends daily team report and weekly team meetings to problem solve, share information and bring forward general nutrition and service information.

Assists with replacing absent NS Staff members when the Nutrition Services Manager or designate is not available.

Participates in ongoing education programmes within and outside of the Home.

Responsible for other related duties as need arises.

Responds to emergency fan-out when initiated.

**PROBLEM SOLVING RESPONSIBILITIES:**

Identifies and reports any changes in resident status to the Nutrition Services Manager/Supervisor, Registered staff or Dietitian.

Prioritizes workload based on the activities of the day.

**CONTACTS:**

**Internal:** Wellington Terrace and County staff, residents and families.

**External:** Service providers, health care consultants, delegates of the Ministry of Health and Long-Term Care.

**MINIMUM QUALIFICATIONS:**

Grade 12 diploma (or equivalent) and enrolment in or successful completion of Food Service Worker Programme through a recognized Community College.

Current Safe Food Handler's Certificate.

Previous food service experience is an asset.

Previous experience in a health care setting is an asset.

Police Vulnerable Sector Check required upon hire.

**SKILLS AND COMPETENCIES:**

Ability to work as a team player on an interdisciplinary care delivery team.

Excellent interpersonal skills with a positive history of patience, compassion and courtesy when dealing with residents and others.

Positive attitude and desire to do the best possible job at all times.

Ability to work all shifts as required – weekends, call-ins, etc.

Ability to deliver resident focused care and customer service.

Knowledge of Wellington Terrace policy and procedures.

Excellent communication skills – both written and oral.

Committed to increasing knowledge and skills of the job through In-service attendance and/or external education.

**OTHER:**

Location: Wellington Terrace, Fergus Ontario