

### **Program Aide, Adult Day Services (Nutrition)**

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Program Aide, Adult Day Services (Nutrition) is responsible for nutritious and healthy meal planning, assisting with the set-up, preparation and serving of meals to clients in the Adult Day Program.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West NH programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- Plan nutritious and healthy meals for clients attending the program;
- Serve meals to clients in a safe, professional and courteous manner;
- Take and record all temperatures of food delivered to ensure all food items are at proper temperatures as per public health standards and take corrective action as necessary;
- Report incidents, changes and observations in client's eating patterns to Program Workers and or Program Coordinator;
- Follow and comply with health and safety policies and procedures;
- Clean and sanitize food preparation areas, serving areas, refrigerator and stove as required;
- Follow and review client's care plan and adhere to dietary restrictions;
- Adhere to dietary restrictions by altering food consistency as required (minced, mashed, etc);
- Assist in the set up and preparation of beverages, salads, desserts, snacks;
- Cleaning up after meals, spills, wiping tables, food cart, mopping up food around the tables;
- Purchase, as required, items such as milk, fresh fruit, bread, etc.;
- Set up tables for lunch and snacks as required;
- Wash dishes and cups by hand as required;
- Sanitize food utensils and cutlery by using the sanitizer machine;
- Assist the program as needed by interacting/socializing with clients;
- Perform all duties in a safe manner;
- Participating in House activities and with other tasks as required.

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

## External Job Posting

### Qualifications:

- Valid Food Handler's certificate and Personal Support Worker certificate;
- Knowledge is required of the needs of seniors, of the frail, cognitively impaired and individuals living with disabilities in the community;
- Effective interpersonal skills and conflict resolutions skills;
- Verbal fluency in a second language relevant to the clientele served;
- Good written, verbal skills and comprehension in English;
- Sensitivity towards the needs of clients from diverse cultures and backgrounds;
- Physical ability to stand for long periods of time and to lift heavy objects;
- Ability to work independently and as part of a team;
- Good organizational skills and ability to multitask in a busy environment;
- Ability to provide repetitious tasks and to perform under the guidance of program staff is required;
- A valid drivers license is an asset;
- Availability to work evenings and weekends is a requirement.

<b>Status:</b>	Full time (CUPE Local 3393 Bargaining Unit Position)
<b>Start Date:</b>	ASAP
<b>Hours:</b>	35 hours per week (Tuesday – Saturday plus other flexible days)
<b>Rate:</b>	\$25.86 (4 weeks vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Coordinator, Adult Day Services
<b>Posting Date:</b>	September 9, 2024
<b>Closing Date:</b>	September 23, 2024
<b>Note:</b>	<b>All Program Aides are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy.</b>

**Please send your resume and cover letter clearly indicating “Program Aide, Adult Day Services (Nutrition)” by 5:00 pm on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)