



Position Title: Dietary Clerk
Position Status: Backfill
Rate of Pay: \$25.84 to \$27.21
Posting No.: 21-178
Posting Date: July 20, 2021
Deadline to Apply: July 27, 2021

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

About the Position

Norfolk General Hospital is seeking a Dietary Clerk. The ideal candidates would be dedicated to patient care and committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives.

Responsibilities:

- Works closely with the Dietitian and Diet Technician regarding the processing of patient and resident menus and diet orders.
- Tallies food counts for all food preparation areas.
- Processes all purchase orders received in the Department onto inventory records/cards.
- Records variances in inventory and costs all stock on a weekly basis.
- Receives and transmits telephone messages.
- Responsible for entering departmental payroll and making all changes necessary.
- Responsible for keyboarding employee schedules, patient master menus and any other items requiring typing as assigned.
- Responsible for the ordering of all stationary supplies and keeping adequate stock on hand.
- Maintains a filing system in the Diet Office. Performs other filing duties as assigned.
- Required to adhere to all health and safety policies, procedures and provisions set up by management.
- Responsible for recognizing unsafe work practices and other potential hazards in the work area, and for reporting these situations to their supervisors.

Education & Qualifications:

- Secondary School Graduate (4 years). Must have courses in English, word processing, mathematics and bookkeeping.
- Computer literate – preferably in a Microsoft environment is considered an asset. Speed and accuracy are essential to the position.
- Minimum six months to a year of clerical experience.
- Must be able to exhibit tact and courtesy in answering the telephone and in dealing with people.
- Must be able to work independently and demonstrate initiative and judgement in planning own work.

Hours of Work: days, evenings, weekends, holidays as may be required. Provides backfill for vacation, sick, or other schedule requirements.

Interested applicants must submit a current cover letter and resume to the Human Resources Department by e-mailing ngahr@ngh.on.ca, referring to posting number above by 1600 hours on July 27, 2021. External Applicants: Until filled.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.