



**Position Title:** Dietary Porter – Nutrition & Food Services  
**Position Status:** Part Time – Multiple Vacancies  
**Rate of Pay:** \$22.43 - \$23.07 hourly  
**Posting No.:** 22-102 RP  
**Posting Date:** July 26, 2022, 2022  
**Deadline to Apply:** Internal: August 2, 2022 External: Until Filled/Ongoing

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**Position Qualifications:**

- Minimum Grade 12 education
- Valid Safe Food Handling Certificate
- Foodservice Workers Certificate
- Ability to read, write, speak and follow written and verbal instructions in English
- Ability to exercise good judgment
- Excellent customer service skills
- Able to perform basic mathematical calculations.
- Physically capable of performing all duties including lifting, twisting, bending, walking and standing for pro-longed periods of time and carrying various items and weights up to 40 lbs.
- Ability to maintain a co-operative working relationship with other members of the health care team
- Excellent attendance record
- Work within established deadlines and in extreme temperatures
- Must be able to work shifts, weekends and holidays

**Principal Position Duties and Responsibilities:**

- Operate institutional dishwasher following proper temperature standards and chemical usage.
- Learn, understand and memorize various details of the job including special diet information, sanitation techniques, proper food handling, proper chemical handling, proper equipment operation and cleaning and a wide variety of routines specific to various shifts.
- Operate, clean and sanitize garbage system.
- Receive/storage/pulls of perishable, fresh and frozen foods and other supplies, transferring to areas, and completing the paperwork associated with this function.
- Wash, rinse and sanitize pots and pans and stationary equipment used for food preparation.
- Equipment cleaning.
- Work various positions on tray line serving food and beverages according to menu and using proper food handling techniques.
- Collection of soiled linen and transport to appropriate area.
- Delivery and pick up of patient food carts to and from the appropriate unit.
- Delivery and pick up of catering carts.
- Cleaning of spills in kitchen and cafeteria areas.
- Clean kitchen and operate necessary equipment
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices.

**How to Apply:** Interested applicants must submit a **cover letter and updated resume** to the Human Resources Department by email to (Internal – [internaljob@ngh.on.ca](mailto:internaljob@ngh.on.ca)): External to : [ngghr@ngh.on.ca](mailto:ngghr@ngh.on.ca) referring to the above posting number.

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.