



**Position Title:** Nutrition Services Aide  
**Position Status:** Part Time  
**Rate of Pay:** \$24.71 to 25.42  
**Posting No.:** 25-213  
**Posting Date:** September 30, 2025  
**Deadline to Apply:** Internals: October 7, 2025 by 4 pm Externals: Until Filled

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**Key Responsibilities:**

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.

Proper operation of institutional dishwasher following proper temperature standards and chemical usage.

Ability to work in extreme heat and humidity as well as being able to work for extended periods of time in the freezer and outdoors.

Ability to work toward established deadlines.

Portion food and beverages according to specific count demonstrating appropriate food handling technique and portion control.

Proper operation, cleaning, and sanitation of garbage system.

Receiving and storage of perishable, fresh and frozen foods, transferring to correct areas and completing the paperwork associated with this function.

Unpack and store all disposable items, china, and other paper goods.

Fill and deliver required food supplies from the freezer and other supplies, such as canned goods, paper products and cleaning supplies.

Wash, rinse and sanitize pots and pans and stationary equipment used for food preparation.

Equipment cleaning as per scheduled rotation.

Collection of soiled linen and transport to appropriate area.

Work various positions on tray line serving food and beverages according to menu and using proper food handling techniques.

Delivery and pick up of patient/resident food carts to and from the appropriate unit/floor.

Meal service and delivery to NHNH residents using a dining room style service as well as dining room clean up following meal service.

Delivery and pick up of catering carts as required.

Deliver trays to patient bedside and pick up soiled trays.

Assembly and distribution of patient and bulk nourishments

Cleaning of spills in kitchen and cafeteria areas.

Communicates with supervisors to provide performance feedback.

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.

### **Basic Qualifications:**

Minimum Grade 12 education.

Must hold a valid Safe Food Handling Certificate or be willing to obtain the certificate within the first 3 months of employment.

Foodservice Workers Certificate preferred

Must demonstrate the ability to read, write, speak, and follow written and verbal instructions in English.

Must demonstrate the ability to exercise good judgement.

Must demonstrate the ability to provide excellent customer service.

Must be able to perform basic mathematical calculations to portion / prepare food as ordered.

Ability to perform a variety of physical duties including lifting, twisting, bending, walking, and standing for long periods of time and carrying various items and weights up to 40 lbs.

Must demonstrate an ability to maintain a co-operative working relationship with other members of the health care team.

Must be able to maintain an excellent attendance record.

Must be able to work shifts, weekends, and holidays.

### **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 115-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.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

**How to Apply:** Interested applicants must submit a **cover letter and updated resume** to the Human Resources Department by email to: [nghhr@ngh.on.ca](mailto:nghhr@ngh.on.ca). Internal applicants to email internal email address

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.