



**Weeneebayko Area
Health Authority**
19 Hospital Drive
P.O. Box 664
Moose Factory, ON
P0L 1W0
Canada

T: 705-658-4544
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EMPLOYMENT OPPORTUNITY:

Position: Dietary Stores Person
Site: Weeneebayko General Hospital
Division: Support Services
Reports to: Supervisor of Dietary Services
Status: Permanent Full-Time

Weeneebayko Area Health Authority (WAHA) is seeking an experienced candidate to fill the key role of Dietary Aide.

Position Profile Requirements:

- Self-motivated
- Excellent Organizational Skills
- Reliable
- Effective interpersonal skills

Key Responsibilities:

- Receives all goods for Dietary and checks incoming goods against invoices
- Forwards invoices to Finance, filing a copy in the Dietary office
- Orders and receives supplies from Material Management in a timely fashion
- Keep the kitchen stocked with dry goods
- Runs menu programs in the absence of the Dietary Manager
- Perform other duties as assigned

Qualifications:

- Successful completion of secondary school
- Minimum of two years' experience in a dietary department of a health care setting
- Class G driver's licence
- Ability to communicate in the local native Cree language is an asset
- Knowledge of food handling regulations, infection control policies, special diets, inventory control, various computer programs.

How to apply:

Please apply in writing, providing three recent work references, quoting **Competition #2022-134 by April 20, 2022 at 12:00 noon to:**

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.