



Dietary Clerk # 47

Permanent | Part time (0.32 EFT) | Days

Reporting to the Food Services Manager, the Dietary Clerk is responsible for activities related to providing high quality nutritional support to residents. This position requires excellent communication skills, computer program knowledge, and administrative support in a manner that reflects the mission, vision and values of Donwood Manor Personal Care Home.

QUALIFICATIONS

- Previous experience in Food Services required w/experience in a meal program such as Meal Metrix, Point Click Care.
- Demonstrated ability to adapt approaches in interactions with residents of various cognitive abilities
- Data entry experience which includes with a high level of accuracy
- Demonstrated ability to work in a team environment and establish positive working relationships
- Ability to adapt to new technologies
- Strong time management skills to balance competing priorities

SCOPE OF RESPONSIBILITY

- Exercise courtesy and co-operation towards residents, visitors and team members;
- Perform duties related to position assigned;
- Complete dining room audits that evaluate the dining room atmosphere, quality of staff/resident interactions, food safety and service procedures and safe feeding and swallowing strategies
- Complete meal presentation and food waste audits
- Complete questionnaires with residents to facilitate participation in decision making in regards to food preferences
- Use meal management software to input resident diet orders, food allergies, standing orders, food preferences, print food/supplement labels, print weekly resident diet summary reports and order resident meals
- Deliver weekly menus to residents and post weekly/daily menus on all units/dining areas
- Complete weekly food orders through a variety of food suppliers
- Input weekly menu items into the meal management software
- Maintain list of contingency food items to ensure adequate stock is maintained and rotated appropriately
- Assist with duties in the kitchen such as putting away groceries, organizing food storage areas, and assisting with meal service as required
- Maintain food inventory management

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date.

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: September 22, 2025

June 8, 2023