

Dufferin Oaks is a not-for-profit Long-Term Care Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long-Term Care. The home is a three-story facility centrally located in the County of Dufferin in the Town of Shelburne. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for caring and compassionate:

## DIETARY AIDE

**Job ID:** C40-26

**Location:** 151 Centre Street Shelburne, ON

**Job Type:** Unionized Part Time

**Deadline to Apply:** 4:30 p.m. on April 13, 2026

**Vacancy Type:** Current Opening – 2 positions

Reporting to the Food Services Manager, the Dietary Aide is responsible for meal and nourishment service, simple food preparation, cleanliness and sanitation of kitchen and dining areas.

### What we can offer YOU!

- A competitive hourly wage ranging between \$26.31- \$29.28
- An opportunity to opt into the Extended Health Care Plan and/or the Dental Plan (50/50 co-payment)
- Access to an Employee and Family Assistance Program
- Three (3) paid sick days (22.5 hours) per calendar year for incidental illness
- An opportunity to enroll in the Ontario Municipal Employees Retirement System (OMERS) pension plan
- Work in a collaborative, dynamic, and high performing team

### What you'll bring

- Successful completion of, or current enrollment in a certified Food Service Worker, Nutrition and Food Service Management, Culinary Management, or Culinary Skills program (with a commitment to complete the program within 24 months)
- Previous food service experience in a long-term care setting will be considered an asset
- A genuine concern for seniors and an understanding of the aging process
- Must provide a clear criminal reference check including the vulnerable sector screening
- Flexibility in scheduling as you must be available for day, evening, and night shifts, two out of three weekends and statutory holidays as required
- Must provide an up-to-date TB Two-Step Tuberculin Skin testing result (Mantoux Test)
- Good interpersonal skills with the ability to communicate effectively; both oral and written
- Self-motivated with the ability to function independently and as part of a team

### What you'll do

- Accurately portion and serve food and beverages to residents in accordance with their dietary plans of care
- Prepare nourishments, supplements and consistency modifications following established procedures
- Set dining room tables and trays accurately and neatly
- Wash dishes, pots, and pans following established procedures
- Provide information to assist in the development of Residents' Dietary Care Plans
- Receive and store supplies in addition to rotating inventory according to established procedures
- Assemble and operate dietary equipment such as a meal slicer, dish washer etc.
- Maintain cleanliness and overall sanitation of kitchen, serveries, dining rooms, and food service equipment
- Stock refrigerators, freezers, serveries, and pantry shelves stocked informing the cook or manager when items are depleted
- Performs other related duties as assigned

### Ready to apply?

Interested applicants are invited to submit a cover letter and resume, as one document before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.