JOB POSTING

Posting Type: Internal/External
Date Posted: Nov 9/26
Application Deadline: Nov 18/26
Competition Number:26-8
Job Status: Actively Recruiting

Location: Huntsville, Ontario (on-site)
Employment Type: Part time, Permanent
Hours of Work: up to 40 Hrs Per Week
Experience: Experienced 1-2 years
Department: Facilities
Salary Scale: $24.99-25.50

Housekeeping/Kitchen Aide

PURPOSE OF POSITION

The purpose of the Housekeeping/Kitchen Aide position is to assist in providing nutritious meals and snacks for the clients of DeNovo Treatment Centre and to maintain organization and cleanliness within DeNovo Treatment Centre that meets or exceeds health standards.

MAJOR RESPONSIBILITIES

Housekeeping:

- Clean, sanitize, dust: bathrooms, bedrooms, office spaces, and common areas as required.
- Remove used bedding and replace with clean linens for new admissions as required. Wash, dry and fold linens as required for weekly exchange.
- Empty garbage bins as required.
- Maintain the linen closet to ensure tidiness and sufficient supply of linens. Notify Manager/Executive Director of any required or damaged linens.
- Clean, sweep and mop floors on a regular basis as required.
- Restock toiletry supplies in bathrooms when required.
- Replenish cleaning agents when required or notify appropriate person.
- Maintain general cleanliness and organization of the facility.

Kitchen Aide:

- Assist as a part of the kitchen team to prepare, serve and cleanup three meals and three snacks daily as required.
- To have knowledge of and ensure Public Health standards are achieved and maintained within the work areas.
- Contribute within the housekeeping and kitchen environments regarding inventory and ordering of supplies and goods as required.
- Actively participate in team meetings/events as required.
- Communicate with other team members of ongoing changes in duties and the current status of the kitchen or client needs.
- Ensure daily menu planning/preparation is made for the next shift, following the preparation schedule, or as required.
- Assume a leadership role within the organization around cleanliness and safety in the work area.
- Inform the Manager, Properties and Food Services/Clinical Managers/Executive Director when additional client supervision or intervention is required, always treating clients respectfully and professionally.
- Seek additional training and/or knowledge in the food service industry as required.
- Report food service needs and concerns to the Manager, Properties and Food Services.
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS

- High school diploma or equivalent; with minimum 1-2 years experience.
- Advanced Safe Food Handling certification.
- Excellent verbal and written communication skills.
- Ability to utilize various computerized software programs.

- A valid driver's license to operate company vehicles when picking up supplies is an asset.
- Ability to work within a team environment following a treatment philosophy.
- Current CPR, First Aid certification.

BENEFITS OF BEING A DE NOVO EMPLOYEE

- Paid Vacation
- Paid Sick Days
- Paid Personal Days
- Paid Premiums for shifts worked between 18:00 hrs. and 08:00 hrs.
- Paid Lunch Break
- Comprehensive Health Benefits Plan
- HOOPP Pension Plan
- On-going Professional Development
- Paid Professional Registration and Credentialing
- Comprehensive On-Boarding Experience
- Home-Cooked Meal Plan
- Free On-Site Parking
- De Novo is accredited with the Canadian Centre for Accreditation
- De Novo is a member of Addiction Mental Health Ontario
- De Novo is a member of the Ontario Hospital Association
- Clinical, Kitchen, Housekeeping and Maintenance positions are unionized members of LiUNA Local 3000

De Novo Treatment Center's Mission is to provide the highest quality of substance abuse treatment for the Employers, Employees, and Members within the unionized construction industry and their families.

De Novo Treatment Center's Vision is to be the recognized leader for drug and alcohol treatment in the construction industry of Ontario, and to provide the highest standard of care.

De Novo Treatment Centre is an equal opportunity employer. We value the importance of Compassion, Diversity, Dignity, Worth, Integrity, Excellence, Continuous Learning, and Teamwork within the workplace.

De Novo values lived experience, work experience, practical knowledge, formal training, and formal education in supporting people recovering from alcohol and drug addiction. Qualified people in sustained recovery and/or family members are encouraged to apply. Equivalency for candidates with significant relevant experience is considered. We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you require information and materials in a specific format, please contact Human Resources at 705-787-0247 or email jobs@denovo.ca. If you are contacted regarding a job opportunity, please tell us if you require accommodation before the interview.

You are invited to submit your application which **MUST include a cover letter** and resume **quoting competition 26-8 by Nov 18/26 at 3:00pm** to:

The Hiring Committee
De Novo Treatment Centre
87 Forbes Hill Drive
Huntsville, Ontario
P1H 1R1
Telephone: (705) 787-0447 Email: jobs@denovo.ca

Thank you for considering De Novo Treatment Centre as a potential employer.
Successful applications must include an individualized cover letter and current resume.
Only those applicants selected for an interview will be contacted.
AI Technology is not used during the recruitment process.

