



Clerk, Staffing/Scheduling, Food & Nutrition Services - Parkwood Main Building - 1 position	Posting #: 54147
Food & Nutrition Services - Parkwood Main Building Parkwood Institute Main - London, ON	Posting Date: November 27, 2024 Submission Deadline: December 03, 2024
Regular Part Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

We are an integrated team that provides food and nutrition services to our patients and residents at all sites of St. Joseph's Health Care London. Our vision is to provide nutrition care that nourishes patients and residents, body, mind and spirit. We support our patients, community and the planet driven by our menu components which includes the patient voice, clinical requirements, budget, operations and sustainability. This is accomplished through our goals of increasing our local purchasing, growing fresh vegetables on site seasonally, composting and decreasing our food waste. Our departments operate within varying shifts from 6:00 AM to 8:00 PM, seven days a week.

We value teamwork and respect the contribution of all team members. Training and education opportunities are provided. We value excellence and strive to continually improve our services, food quality and safety. We take pride being an employer of choice in the food service industry.

The Scheduling Clerk is responsible for maintaining schedules and payroll for the Food & Nutrition Services Departments. The Scheduling Clerk will have strong organization and customer service skills, the ability to work independently and meet deadlines.

#### Essential Qualifications

- Secondary (High) School Diploma
- Completion of a community college certificate program in Medical Office Administration is required
- Demonstrated computer skills with intermediate level knowledge of Word and Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent clerical and keyboarding skills
- Previous experience with scheduling, payroll and on-line ordering systems
- Excellent organizing and problem solving skills, with the ability to establish and balance competing priorities in a challenging work environment
- Excellent interpersonal and communication skills to ensure that information is provided accurately and professionally in person, writing and by phone
- Ability to work quickly and accurately in a busy environment
- Strong customer service focus along with previous experience dealing with the public
- Demonstrated ability to problem solve effectively
- Demonstrated initiative and ability to work both independently and as an effective team member
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment
- Knowledge of collective agreements
- Previous Workbrain experience

#### Preferred Qualifications

- Minimum 2 years related experience in a health care environment
- Successful completion of an Office Administration Diploma program
- Proficiency in French would be an asset

### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series/boosters, XBB or KP.2) OR one dose of KP.2 vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*