Clerk, Staffing/Scheduling - Food & Nutrition Services - Parkwood Main Building - 1 position	Posting #: 55960
Food & Nutrition Services - Parkwood Main Building	Posting Date: December 05, 2025
Parkwood Institute Main - London, ON	Submission Deadline: December 11, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: $29.11 - $34.23 /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 include the patient's 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 school diploma plus a certificate in Medical Office Administration
- Minimum 1 year experience in a healthcare setting
- 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
- 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
- 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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.