Hay River Health & Social Services Authority
Administration des services de santé et des services sociaux de Hay River

Dietary Aide, Support Services (3 Positions)
Salary: Range 2, $59,142 to $67,687 per year ($30.33 to $36.25/hour)
Status: Full-Time, Indeterminate
Competition #: 017-26, 018-26, 019-26
Closing Date: June 12, 2026

The incumbent performs duties related to the preparation and service of food for patients, residents, staff, volunteers, customers and other users of the Hay River Health & Social Services Authority in a manner consistent with high standards of food preparation and nutrition under the supervision of the Manager, Dietary Services to ensure safe and nutritious meals are provided. Includes meal service to patients, residents & visitors; 5 - 10 'Meals on Wheels' recipients, as well as approximately 15 - 80 cafeteria patrons for lunch meals, varying by site. Failure to perform duties completely, safely, and promptly would directly affect the service delivery of the department, and may affect the wellbeing and comfort of patients and residents.

Qualifications:

Education and Training

- High School Diploma or equivalent;
- Good knowledge of food service equipment & use;
- Good knowledge of safety & hygiene regarding food handling (Safe Food Handling);
- Must have the ability to read & interpret menus, recipes, procedures, etc. in English;
- Previous experience in commercial food service is desirable.

Special Skills and Knowledge

- Effective interpersonal & communication skills;
- Good organizational skills; flexibility; reliability; good attendance.
- Ability to work with minimal supervision, and with a team.

These skills generally are acquired through previous related experience and on-the-job training.

In addition to an attractive salary, we offer a Northern Allowance of $2.33 per hour up to $4,538 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;

- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:
Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca