



Provincial Job Description

TITLE:
**(230) Healthy Lifestyles Program
Assistant**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in delivering nutrition programs for at risk client groups to achieve better health.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Basic cooking skills
- ◆ Valid drivers license
- ◆ Basic computer skills

EXPERIENCE:

- ◆ **Previous:** No previous experience. Six (6) months on the job to obtain Food Safe certificate and become familiar with the program and department policies and procedures

KEY ACTIVITIES:

A. Preparation

- ◆ Assists with planning menus.
- ◆ Creates grocery list and shops for groceries.
- ◆ Packs needed resources for session (e.g., recipes, linens, educational materials, containers) and travels to site.
- ◆ Schedules transportation for clients.
- ◆ Liaises with project team regarding particular session requirements.
- ◆ Contacts referred clients, provides information and invites them to attend program.

B. On-Site Assistance

- ◆ Assists in setting up site to facilitate cooking in small groups.
- ◆ Assists with food preparation and instruction.
- ◆ Provides information regarding food safety, good nutrition, creative cooking.
- ◆ Demonstrates proper kitchen sanitation techniques.

C. Data Collection

- ◆ Maintains Individual Client Questionnaires (ICQ's) required by funding body, assigns numbers, tallies information.
- ◆ Makes ICQ's available to nutritionist, coordinator and other staff.
- ◆ Ensures clients fill out registration forms.
- ◆ Fills out monthly form tallying grocery expenditures.

D. Administration

- ◆ Files (e.g., recipes, ICQ's).
- ◆ Photocopies recipes, forms, educational material.
- ◆ Manages and replenishes inventory of stores, moves groceries from one site to another, keeps records of stock at each site.
- ◆ Launders, receives and stores linen, containers and bags.
- ◆ Arranges for client transportation.
- ◆ Shops for non-grocery items (e.g., cooking equipment, cleaning supplies).
- ◆ Validates transportation, grocery and courier expenditures.
- ◆ Maintains petty cash account and keeps supporting records.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 16, 2018