



JOB OPPORTUNITY

Position:	Interim Casual Porter #14-2023
Department:	Stores
Commencing:	As soon as possible.
Wage:	\$22.80 /hour to \$23.66 /hour As per CUPE Pay Schedule
Deadline:	Open until a suitable applicant is found.
Job Description:	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or by fax to: 807-274-2898.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Interim Casual Porter
DEPARTMENT/SERVICE AREA:	Stores
SITE:	La Verendrye General Hospital
REPORTS TO (Title):	Supervisor, Supply Chain

QUALIFICATIONS NECESSARY:

- Grade 10 education or equivalent acceptable to the employer;
- Cooperative, conscientious, reliable, neat in appearance, in good health, and have good interpersonal relationships;
- Ability to follow written and verbal instructions; read, write, add and subtract;
- Knowledge of and adaptability to procedures and equipment utilized in the processing of linens as pertaining to the hospital setting;
- Dependable, competent and continued ability to carry out responsibilities;
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function effectively independently, within a team, with front line personnel, and management;
- Demonstrated ability to function effectively in a fast-paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis;

BASIC RESPONSIBILITIES:

1. Responsible for inputting supply order from all departments on the SAP's.
2. Responsible for filling, delivering / putting away orders to the departments.
3. Responsible for putting away Dialysis Orders on Wednesdays
4. Help with Printing off Form Orders
5. Any other duties as assigned.

SPECIFIC DUTIES:

1. Participate in the Quality Improvement Program.
2. Carry out work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures (i.e., Occupational Health and Safety Act).
3. Perform other such duties or responsibilities as assigned.

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Department Policies
3. Corporation Policies
4. Union Contract