



## **INTERNAL/EXTERNAL POSTING**

### **Friends Restaurant**

### **Cook's Assistant (1 Contract Position – 20 hours a week for 6 months) \$12.67 per hour**

Fred Victor is a not-for-profit, community-based organization that has assisted people living on low incomes in downtown Toronto for close to 120 years. We work in partnership with people from diverse backgrounds who face poverty, mental health issues, addictions, and/or social isolation to address their needs and hopes.

Fred Victor is a working environment that is racially and ethnically diverse and characterized by respect, choice and inclusion.

Friends Restaurant is currently looking to fill the Cook's Assistant Contract position. The Cook's Assistant Contract position will work 4 hrs a day as part of a team to deliver high quality food as part of the food service program.

### **Job Summary**

Under the direction of the shift supervisor, or designate, the Cook's Assistant assists in meal preparation, serves food, puts received food away, washes dishes, pots and pans, cleans the kitchen, restaurant and the loading dock areas; places garbage in the garbage room or as appropriate

### **Responsibilities**

1. Assists in meal preparation as directed by the shift supervisor or designate.
2. Serves food to Restaurant customers from Restaurant servery.
3. Washes dishes using industrial dishwashing machine. Puts dishes away: keeps dish-pit area clean and tidy. At the end of shift, shuts down and empties dish machine's food collector traps.
4. Washes pots and pans using the "three-sink method": puts pots and pans away and keeps the sink tidy.
5. Cleans all areas (floors, walls, counters of the kitchen and servery as directed by the shift supervisor.
6. Adheres to departmental standards of cleanliness.
7. Cleans servery as directed by the shift supervisor or designate.
8. Communicates problems and non-routine matters to the shift supervisor or designate

9. Attends meetings as directed by shift supervisor or designate.
10. Provides polite and responsive customer service.
11. Thoroughly cleans walls, all appliances, underneath counters, shelving, sinks and all working surfaces following a weekly schedule.
12. Adheres to the prescribed organizational Health and Safety standards.
13. Other duties as assigned by the supervisor.

### **Qualifications**

1. Experience assisting in meal preparation and service.
2. Experience washing dishes, pots and pans in a food service environment.
3. Cleaning experience in a large kitchen and communal dining room.
4. Knowledge of food safety (HACCP) health and safety requirements, including personal hygiene, in a food service setting.
5. Experience serving customers politely and efficiently in a busy cafeteria.
6. Ability to lift and carry dishes to and from dish area to kitchen and dining room (using a cart if necessary).
7. Knowledge of Workplace Safety, WHIMIS and Sanitation procedures
8. Ability to read and speak English.
9. Experience and willingness to work as part of a team.
10. This work requires commitment and adherence to the values and goals of Fred Victor Centre.
11. Ability to work respectfully with people who are homeless or living on low-income.

Please submit your resume and cover letter by  
**5:00pm Friday February 17, 2012** to:

Food Services Hiring Committee or [gnganga@fredvictor.org](mailto:gnganga@fredvictor.org)  
Fred Victor Centre, 145 Queen Street East  
Toronto M5A 1S1  
Fax: (416) 364-8526

No phone calls please. For more information about Fred Victor, please go to [www.fredvictor.org](http://www.fredvictor.org).

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We thank all applicants; however, only those selected for an interview will be contacted.