

INTERNAL/EXTERNAL

Position:	Cook's Assistant Relief
Program:	Employment and Training Services (ETS) – Training and Development (Food Services)
Type:	Relief, Bargaining Unit
Number of positions posted:	Continuous
Rate:	\$14.14 per hour
Number of Hours:	On-call, as needed
Supervisor:	Food Services Training and Development Supervisor - Employment and Training Services (ETS) – Training and Development (Food Services)
Posting Date:	February 1, 2019
Application Deadline:	Ongoing until March 31, 2019
Location:	145 Queen St. East

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor Centre is currently recruiting for Cook's Assistant Relief to join the Training and Development team at Friends Community Meal program. The Cook's Assistant Relief position will work under the supervision of the Food Services Training and Development Supervisor or designate, and as part of a team to deliver high quality food as part of the food service training and development program.

The position requires respect for, and expertise working with people who face mental health issues, addictions, abuse and social isolation and who come from racially and ethnically diverse backgrounds. The Cook's Assistant Relief participates as a member of the Training and Development team in departmental planning and development and maintains a safe and welcoming environment.

Under the direction of the Food Services Training and Development Supervisor or designate, the Cook's Assistant Relief is responsible for working within a collaborative, multidisciplinary team and assists in the preparation of nutritionally balanced and culturally appropriate meals for Fred Victor program participants. The Cook's Assistant Relief is also responsible for the cleanliness of the kitchen and work spaces.

Responsibilities

- Assists in the preparation of nutritionally balanced and culturally appropriate meals for Fred Victor program participants in collaboration with Lead Cook or designate
- Serves food to the Community Meal program participants in the dining room at the 145 Queen Street site
- Work with specialized cooking equipment (commercial ovens, steamers, etc.)



- Maintains the cleanliness of the commercial kitchen and other work areas including thoroughly cleans walls, all appliances, underneath counters, shelving, sanitizes sinks and all working surfaces
- Problem solves and when necessary, communicates problems and non-routine matters to the Food Services Training and Development Supervisor or designate
- Attends meetings as directed by the Food Services Training and Development Supervisor or designate
- Provides positive, polite and responsive customer service
- Adheres to departmental standards of cleanliness
- Adheres to the prescribed organizational Health and Safety standards
- Other duties as assigned by the Food Services Training and Development Supervisor or designate

Qualifications

- Experience in food preparation in a group or residential setting an asset
- Current Food Handler's Certificate an asset
- Familiarity with the health and safety guidelines for food preparation
- Ability to work productively within a team setting and also independently
- Self-starter – able to work with little or no direction
- Strong oral communication skills
- Ability to work with a diverse clientele.
- Ability to manage conflicting demands
- Well-developed interpersonal, conflict resolution, crisis management and sound judgment skills
- Experience with and proven responsibility handling money
- Ability to plan and prioritize work, to adapt to changing conditions, and to develop creative solutions to problems
- Strong understanding of the factors that contribute to homelessness and poverty
- Proficiency with Microsoft Word and Excel

This work requires commitment and adherence to the values and goals of Fred Victor and a willingness to work respectfully with people who are homeless or living on low-income.

Working Conditions:

This position requires: constant standing and walking throughout the shift; frequent lifting 10-20lbs minimum, numerous times during the day, and 50lbs occasionally; pushing and pulling up to 100lbs; occasional kneeling; occasional ascending or descending stairs and ramps.

This position works in a large open space with community members and involves regular exposure to the potential of unpredictable behaviours and situations; patrons are frequently in crisis and may display unpredictable and challenging behaviours.

The final candidate(s) will be required to provide a current police reference check prior to being hired.

Please send your resume and cover letter by 5 pm on March 31, 2019 quoting job #CAR0219 to

Maureen Dolan

mdolan@fredvictor.org

No Phone Calls please. To learn more about Fred Victor, please go to 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; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.