

INTERNAL/EXTERNAL

Position:	Friends Catering Peer Navigator
Type:	Non-Bargaining Unit, Contract (Approximately 6 months), Part-Time
Number of Positions Posted	1
Number of Hours:	25 hours per week (flexibility required some early mornings, evenings and weekends)
Rate:	\$16.42 per hour
Supervisor:	Food Services Training and Development Supervisor
Posting Date:	May 6, 2019
Application Deadline:	May 17, 2019
Locations:	145 Queen Street 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 Centre is currently looking for a Friends Catering Peer Navigator to join the Employment and Training Services team. The Friends Catering Peer Navigator will work under the supervision of the Food Services Training and Development Supervisor, and as part of the Training and Development (Food Services) team to provide a safe and professional environment encouraging ambition, restoration and second chances. Using cooking/catering as a tool, the Friends Catering Peer Navigator assists in equipping individuals with practical and transferrable skills for the working world.

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 Friends Catering Peer Navigator participates as a member of the Employment and Training Services team in maintaining a safe and welcoming environment.

Under the direction of the Food Services Training and Development Supervisor or designate, the Friends Catering Peer Navigator provides support to Friends Catering program participants as well as assists the Assistant Chef and Lead Cook.

Responsibilities:

- Provide direct, hands-on support to Friends Catering program participants
- Provide support to the Assistant Chef and Lead Cook in the Food Services program
- Accompany Friends Catering program participants on deliveries and assist in event set-up, and take down



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- Provide direct staffing to the Friends Catering program
- Set-up / take-down of Classroom/ Production kitchen as required
- Assist in catering production when needed
- Work independently and cooperatively as a team
- Maintain a respectful working relationship with program participants, the Employment and Training Services team and community members
- Maintain and adhere to program policies and procedures
- Maintain forms, database and records to document program activities
- Integrate a conflict prevention approach into all aspects of work- intervene, mediate, resolve, document and follow up on conflictual incidents as needed
- Adhere to departmental standards of cleanliness
- Adhere to the prescribed organizational Health and Safety standards
- Other duties as assigned by the Food Services Training and Development Supervisor or designate

Qualifications:

- Personal experience of homelessness and poverty and navigating through support services
- Genuine interest in working with people experiencing or at risk homelessness
- Ability to organize and maintain clean and sanitary spaces;
- Experience in cooking/catering (through paid employment or volunteer work);
- Current Food Handler's Certificate would be an asset;
- Experience working directly with people from diverse racial, ethnic and cultural backgrounds;
- Demonstrate people skills; able to build positive relationships with clients, staff, and community partners
- Ability to work in a professional and appropriate manner with the public;
- Ability to maintain boundaries and set limits with program participants;
- Knowledgeable of how to access community based resources and services
- Ability to empower and support clients in establishing connections in the community, while displaying empathy and understanding
- Comfortable with accompanying clients to internal and external events where appropriate
- Ability to follow direction from staff members and supervisors regarding duties
- Calm and patient demeanor when dealing with all clients, particularly those experiencing a crisis or conflict
- The ability to work productively within a team setting
- Literacy in Word, Excel, Outlook, Windows.

Working Conditions:

This position works in either a hot kitchen area or a large open space with program participants and involves regular exposure to the potential of unpredictable behaviors and situations. This position requires constant standing and walking throughout the shift; frequent lifting 10-20lbs minimum, numerous times during the day, and 50lbs occasionally.



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

Please submit a resume and cover letter by e-mail no later than: Friday, May 17, 2019 at 5:00pm to:

Maureen Dolan

Food Services Training and Development Supervisor, Employment and Training - Food Services
mdolan@fredvictor.org

Applications should quote job #FCPN-0519 in the subject line

NO PHONE CALLS OR FAXES

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.