



INTERNAL/ EXTERNAL

Position:	Cook's Assistant Relief
Type:	Relief, Bargaining Unit
Number of Positions Posted:	3
Number of Hours:	On Call, As Needed
Rate:	\$14.35 per hour
Supervisor:	Food Services Training and Development Supervisor
Posting Date:	November 9th, 2021
Application Deadline:	November 29th, 2021
Locations:	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 over 125 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.

The Cook's Assistant Relief position will work as part of a team to deliver high quality food as part of the Food Services program. The Cook's Assistant Relief maintains a safe and welcoming environment. Under the direction of the Food Services Training and Development Supervisor or designate, the Cook's Assistant Relief assists in meal preparation, serves food, receives and puts food away, washes dishes, pots and pans, cleans the kitchen, restaurant and the loading dock areas; places garbage in the garbage room and other duties.

Responsibilities:

- Assisting in meal preparation with direction provided by the Food Services Training and Development Supervisor, the Lead Cook, the Assistant Chef or designate
- Serving food to Community Meal program participants in the dining room
- Washing dishes using industrial dishwashing machine; Putting dishes away; keeping dish-pit area clean and tidy.
- At the end of shift, shutting down and emptying dish machine's food collector traps
- Washing pots and pans using the "three-sink method"; putting pots and pans away and keeping the sink tidy
- Problem-solving, identifying issues and communicating non-routine matters to the Food Services Training and Development Supervisor or designate
- Attending meetings and training as directed by the Food Services Training and Development Supervisor or designate
- Providing polite and responsive customer service
- Thoroughly cleaning walls, all appliances, underneath counters, shelving, sanitizing sinks and all working surfaces following a weekly schedule
- Adhering to departmental standards of cleanliness



- Adhering to the prescribed organizational Health and Safety standards
- Other duties as assigned by the Food Services Training and Development Supervisor or designate

Qualifications:

- Current Food Handler's Certificate
- Experience in food preparation in a group or residential setting an asset
- Experience with cash handling
- Familiarity with the health and safety guidelines for food preparation
- Ability to work productively within a team setting
- Self-starter; able to work with little or no direction
- Ability to work with a diverse clientele; effective communication skills
- Well-developed interpersonal, conflict resolution, crisis management and sound judgment skills
- 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; demonstrated respect for people who face mental health issues, addictions, abuse and social isolation and who come from racially and ethnically diverse backgrounds
- Knowledge of local issues within the community
- Adaptability and the ability to work in a fast-paced environment with changing work priorities
- Ability to work a flexible schedule as on-call work will be required, and may include weekends, evenings and holidays

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.

Application:

Please submit a resume and cover letter by e-mail no later than: Monday November 29th, 2021 by 5 PM to:

Dhivya Sasitharan
Administrative Coordinator
ets@fredvictor.org

Applicants should quote the job title in the subject line.

NO PHONE CALLS OR FAXES.



Proof of Covid-19 Vaccinations and a Police Record Check are required by the final candidate(s) prior to hiring.

All Internal and External job applicants must declare their vaccination status in their job applications—whether they have been fully or partially vaccinated. All candidates offered a position with Fred Victor Centre from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor Centre will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

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.