

INTERNAL/EXTERNAL

Job Title:	Catering - Peer Assistant
Type:	Non-Bargaining Unit, Part-time, Contract (6 months) With the Possibility of Extension
Number of Positions:	2
Rate:	\$15.16 per hour
Hours:	15 hours per week
Supervisor:	Food Services Training & Development Supervisor
Posting Date:	September 8, 2022
Application Deadline:	September 22, 2022
Primary Location:	145 Queen Street East, Toronto

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.

Summary of the Job

Under the direction of the Assistant Catering Chef, Lead Cooks. The Peer Assistants – Catering will receive training and can expect to learn, and be involved in, many aspects of working in a professional catering business: food preparation and presentation; the delivery and set-up of catering orders; use of industrial cooking equipment; effective management of time and resources; knife-handling and kitchen tool use; commercial kitchen cleaning and food-safety methods and practices. The Peer Assistant – Catering will utilize their experience of accessing community food programs to uphold the inclusivity and values of a community based social enterprise catering program.

Responsibilities:

- Trains with the Assistant Catering Chef, Lead Cooks in all aspects of the catering business, and in job preparation
- Participates in preparation of catering orders as required and directed
- Participates with kitchen clean-up as required and directed
- Develops a good working relationship with the employees of Friends Restaurant, with whom Friends Catering shares its space
- Provides knowledge from own lived experience as client/consumer to create ways to improve the social purpose of the catering program and the community that the program supports
- Works with the Assistant Catering Chef, Lead Cooks to develop and implement a personal plan that includes identifying training and employment goals

Qualifications:

- Personal experience and use of community resources and/or community food programs
- Lived experience of homelessness, mental health, addictions, indigenous services, newcomer services, or social assistance is considered an asset
- Willingness to work in a kitchen environment directly with food, as part of catering order preparation and service delivery
- Willingness to work as part of a team and take part in the catering business and kitchen/restaurant workplace training
- Interest in participating in a food services environment and in seeking further employment within the food service industry
- Ability to work in a professional and appropriate manner with the public and/or catering customers
- Demonstrated self-starter who can follow direction as well as work independently when required
- Ability to work flexible shifts on short notice to fill catering orders
- Ability to lift and carry trays of food from stove, to counter and to catering van
- Effective verbal and written communication skills
- Participate in job-related training outside of the kitchen, approximately 5 hours monthly (e.g. job interview preparedness; resume development, etc.)

Application:

Please submit a cover letter and resume detailing how you meet the job requirements to:

Maureen Dolan
Food Services Supervisor
mdolan@fredvictor.org

Applicants, please quote “**Peer Assistant - Catering**” 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 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.

