



INTERNAL/EXTERNAL

Position:	Cook's Assistant
Program:	Food Services
Type:	Permanent, Full-Time, Bargaining Unit
Number of positions posted:	1
Rate:	\$15.50 per hour
Vacation:	4 weeks to start
Benefits:	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
RRSP:	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
Number of Hours:	37.5 hours per week, weekend work required.
Supervisor:	Chef Manager
Posting Date:	September 8, 2023
Application Deadline:	September 22, 2023
Location:	145 Queen Street East, Toronto and 40 Oak Street, Toronto

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal, but we believe it is achievable.

Fred Victor Centre is currently recruiting for a Cook's Assistant to join the Food Services department. The Cook's Assistant position will work under the supervision of the Chef Manager, 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 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 Chef Manager, the Cook's Assistant 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 is also responsible for the cleanliness of the kitchen and workspaces.

Does this sound like work you want to be a part of?

We offer a supportive and collaborative working environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

What You Will Do:

- Assists in the preparation of nutritionally balanced and culturally appropriate meals for Fred Victor program participants in collaboration with Chef Manager and Senior Community Chef.



- 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.)
- Work with specialized cleaning equipment (industrial dishwasher)
- 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, empties, and cleans all trash receptacles.
- Problem solves and when necessary, communicates problems and non-routine matters to the Chef Manager or Senior Community Chef.
- Attending meetings as directed by the Chef Manager or Senior Community Chef.
- Provides positive, polite, and responsive customer service.
- Adheres to departmental standards of cleanliness by always following sanitation policies.
- Adheres to the prescribed organizational Health and Safety standards.
- Assists with dishwashing duties.
- Other duties as assigned by the Chef Manager or Senior Community Chef.

What You Bring to the Team:

- Experience in food preparation in a group or residential setting an asset.
- Experience with and proven responsibility handling money.
- 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 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.
- 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.

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.

Compensation and Benefits

- For the Cook's Assistant position, Fred Victor offers an hourly rate of \$15.50.
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance



- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP.
- Access to employee and family assistance plan

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team by **September 22, 2023**, to foodserviceshiring@fredvictor.org with '**Cook's Assistant – Permanent FT**' in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.