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| Position Title: | Kitchen Assistant | Competition #: | 52/15 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: |  part time and on call positions |
| Salary Range: | $11.99 | Date posted: | Nov 24, 2015 |
| City: | Ottawa | Posting Expires: | Nov  |
| Applications Accepted By: |
| Fax or E-mail:(613)241-2818 or jobs@ottawaboothcentre.org**Attention:** Employee Relations Department **Please no phone calls.** | Mail:Employee Relations Department171 George St., Ottawa, ON K1N 5W5 |
| Position Description |
| **RESPONSIBILITIES:**The successful candidate will be responsible for:* Assisting in preparing meals as directed by the Cook
* Cleaning the dining room, kitchen, prep area, storage room which includes the floor, tables, chairs, beverage area, mug and storage area and floors
* Stocking shelves, sorting and unpacking food supplies
* Maintains an adequate supply of clean trays, utensils, and dishes and ensuring available for use
* Removing of garbage and cleaning of bins
* Ensuring safe work practices are being followed (proper sanitary and food handling)
* Ensuring policies and procedures are followed and adhering to health and safety rules and regulations
* Performing other duties as required

**PHYSICAL EFFORT/DEXTERITY REQUIRED**Requires a frequent amount of standing and moderate amounts of lifting, cutting, chopping, carrying supplies and walking**QUALIFICATIONS:**The successful candidate must:* Minimum of a high school diploma
* Less than 2 years recent experience working in an institutional kitchen setting serving a marginalized/vulnerable population
* Current certification in Safe Food Handlers
* Good organization skills
* Good communication skill
* Non skid CSA approved Safety Shoes are required
* Must supply a current Clear Police Reference Check for Vulnerable Sector

**HOURS**: Part time position: Saturday and Sunday 6:30am –3:00pm On call position: hours will vary based on needs*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.* We thank all applicants, however, only those candidates to be interviewed will be contacted.*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.* |