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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 Department  171 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.* | | | |