

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Kitchen Assistant	Competition #:	19/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Part time position (24 hrs per week)
Salary Range:	\$11.99	Date posted:	May 27, 2016
City:	Ottawa	Posting Expires:	June 9, 2016
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: <ul style="list-style-type: none"> • 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 (up to 20lbs), cutting, chopping, carrying supplies and walking			
QUALIFICATIONS: The successful candidate must: <ul style="list-style-type: none"> • 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 City of Ottawa approved 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: Saturday to Sunday 6:30am – 3:00pm and Monday to Tuesday 10:00am - 2:00pm			
<i>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.</i>			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.