

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kitchen Assistant	<b>Competition #:</b>	48/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	On call/casual (2) positions
<b>Salary Range:</b>	\$12.63	<b>Date posted:</b>	October 31 , 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	November 6 , 2016
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St., Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>RESPONSIBILITIES:</b> The successful candidate will be responsible for: <ul style="list-style-type: none"> <li>• Assisting in preparing meals as directed by the Cook</li> <li>• Cleaning the dining room, kitchen, prep area, storage room which includes the floor, tables, chairs, beverage area, mug and storage area and floors</li> <li>• Stocking shelves, sorting and unpacking food supplies</li> <li>• Maintains an adequate supply of clean trays, utensils, and dishes and ensuring available for use</li> <li>• Removing of garbage and cleaning of bins</li> <li>• Ensuring safe work practices are being followed (proper sanitary and food handling)</li> <li>• Ensuring policies and procedures are followed and adhering to health and safety rules and regulations</li> <li>• Performing other duties as required</li> </ul>			
<b>PHYSICAL EFFORT/DEXTERITY REQUIRED</b> Requires a frequent amount of standing and moderate amounts of lifting (up to 20lbs), cutting, chopping, carrying supplies and walking			
<b>QUALIFICATIONS:</b> The successful candidate must: <ul style="list-style-type: none"> <li>• Minimum of a high school diploma</li> <li>• Less than 2 years recent experience working in an institutional kitchen setting serving a marginalized/vulnerable population</li> <li>• Current certification in City of Ottawa approved Safe Food Handlers</li> <li>• Good organization skills</li> <li>• Good communication skill</li> <li>• Non skid CSA approved Safety Shoes are required</li> <li>• Must supply a current Clear Police Reference Check for Vulnerable Sector</li> </ul>			
<b>HOURS:</b> Will vary			
<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>			
<p><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p> <p><i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i></p>			

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.