

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Kitchen Assistant	Competition #:	4/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	Part time position and on call positions
Salary Range:	\$14.00	Date posted:	January 15, 2018
City:	Ottawa	Posting Expires:	January 21 , 2018

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

JOB PURPOSE

Provides for the ongoing cleanliness of designated kitchen areas and assists in the operation of the kitchen requirements.

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 (up to 20lbs), 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 preferably serving a marginalized/vulnerable population
- current certification in City of Ottawa approved Safe Food Handlers
- good organization skills
- good communication skill
- nonskid CSA approved Safety Shoes are required
- a supply a current Clear Police Reference Check for Vulnerable Sector

HOURS: Part time -Saturday and Sunday 6:30am – 3:00pm

On call/casual – will vary

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.

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.