

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Kitchen Assistant	Competition #:	07/19
Ministry Unit:	Ottawa Booth Centre	Position Type:	2 on call/casual Positions
Salary Range:	\$14.00-\$14.25	Date posted:	February 25, 2019
City:	Ottawa	Posting Expires:	March 3, 2019
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			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement 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.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p> <hr/> <p>POSITION PURPOSE SUMMARY: Provides for the ongoing cleanliness of designated kitchen areas and assists in the operation of the kitchen requirements.</p> <p>RESPONSIBILITIES: The successful candidate will be responsible for:</p> <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 • maintaining 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) 			

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- 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 short distances

QUALIFICATIONS:

The successful candidate must have:

- a 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

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening

HOURS: 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.