

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kitchen Assistant	<b>Competition #:</b>	41/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	2 on call/casual Positions
<b>Salary Range:</b>	\$14.00-\$14.25	<b>Date posted:</b>	September 27, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	October 3, 2019
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@saobc.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>Organization Description</b>			
<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><b>Mission Statement</b> 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><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>POSITION PURPOSE SUMMARY:</b>			
Assists, at the cook's direction, the prepping and serving of all meals. Ensures the food preparation areas and dining room are clean and hygienic, all food stuffs are stored safely and all food handling techniques are followed.			
<b>EXPECTATIONS:</b>			
<ul style="list-style-type: none"> <li>• Assists in preparing and serving meals as directed by the cook</li> <li>• Cleans the dining room, kitchen, prep area, storage room which includes the floor, tables, chairs, beverage area, mug and utensil storage area and floors</li> <li>• Complete inventory of received goods, sort and safely store all items as per standards</li> <li>• Rinse and process dishes, utensils, trays etc. through dishwasher, ensuring a continual adequate supply is available for use</li> <li>• Removal of garbage and cleaning of bins</li> <li>• Carry out any other duties as assigned within the job classification</li> </ul>			

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### Health and Safety:

- Adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- Ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected
- Must wear non-skid CSA approved Safety Shoes

### Physical Effort:

- The job requires a frequent amount of standing, preparing foods, moderate amounts of lifting, cutting, chopping, carrying supplies and walking
- Regularly required to lift and carry items up to 10 pounds unaided
- Occasionally required, with help, to lift and move up to 50 pounds
- Occasionally required, with the aid of proper equipment, to push/pull skids of food up to 200 pounds

### Workplace Hazards:

- May deal with angry and abusive clients
- May encounter verbal abuse

### QUALIFICATIONS:

- Minimum of a high school diploma; successful completion of a recognized certificate in cooking and/or meal prep a strong asset
- Knowledge and proven ability of basic cooking techniques
- 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
- Non- skid CSA approved Safety Shoes are required
- Must supply a current Clear Police Reference Check for Vulnerable Sector

**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.*