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| Position Title: | Kitchen Assistant | Competition #: | 15/21 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: |  1 Part time position and on call position |
| Salary Range: | $14.25 | Date posted: | May 4, 2021 |
| City: | Ottawa | Posting Expires: | May 10 2021 |
| Applications Accepted By: |
| Fax at 613 241-2818 or Email at: jobs@saobc.org**Attention:** Employee Relations Department**Please no phone calls.** |
| Organization Description |
| 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.**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.**Core Values**The Salvation Army Canada and Bermuda has four core values:**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.**Position Purpose summary:** 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 are stored safely and all food-handling techniques are followed. **Expectations:*** assists in preparing and serving meals as directed by the cook
* cleans the dining room, kitchen, prep area, storage room which includes the floor, tables, chairs, beverage area, mug and utensil storage area and floors
* complete inventory of received goods, sort and safely store all items as per standards
* rinse and process dishes, utensils, trays etc. through dishwasher, ensuring a continual adequate supply is available for use
* removal of garbage and cleaning of bins
* carry out any other duties as assigned within the job classification

**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 to carry out 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 skills
* non-skid CSA approved Safety Shoes are required
* must supply a current Clear Police Reference Check

**HOURS:** Part time position **–** Saturday and Sunday 6:30am – 3:00pm  On call position 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. |