

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-80**

<b>POSITION TITLE:</b> Part-Time Kitchen Helper – King Edward	
<b>DEPARTMENT:</b> Childcare	<b>STATUS:</b> Regular Part-time, CUPE 7797
<b># HRS / WEEK:</b> 17.5 (3.5 hours per day)	<b>CONTRACT DATE:</b> n/a
<b>REPORT TO:</b> Senior Manager, Childcare Services	<b>HOURLY RATE:</b> \$25.05
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Under the supervision of the childcare manager, the kitchen helper is responsible for prepping, serving and cleaning up after snack and the noon meal along with general cleaning in the centre. Assist as needed with the children in the classrooms. This position reports to Senior Manager, Childcare Services, and is part of **CUPE 7797**.

### MAJOR DUTIES:

- Assists the staff by setting the tables, serving and cleaning up after lunch. Responsible for performing duties as outlined on the daily schedule which may include laundry, setting up cots, and general cleaning.
- Maintain warmers by ensuring water is topped up daily and warmers are emptied and washed and disinfected every second day.
- Ensure that all the food is delivered to the classrooms. Contact Manager if food is missing so that the catering company may be notified in a timely manner.
- Verify all special diets have been received and are correctly labelled with the child's name. Record any food substitutions in the food substitution log.
- Ensure no cross contamination of special diets with other foods that could trigger potential reactions up to and including a life-threatening reaction.
- Take temperature of food upon its arrival and just prior to serving and record temperatures in the required log book.
- Prepare food for serving by placing it into proper serving containers and separate by room. Cover and refrigerate any foods that require refrigeration.
- Warm foods that require heating in the microwave.
- Cut foods into age appropriate sizes when necessary.
- Prepare cart with all necessary items for the noon meal and snacks.
- After serving, rinse the containers from the catering company and set aside to be returned in the morning.
- Wash lunch dishes and put away.
- Ensure food preparation area is thoroughly cleaned and disinfected.
- Other duties as assigned by the Manager.

### REQUIREMENTS & QUALIFICATIONS:

- High school graduate or equivalent
- Minimum 6 months related work experience
- Ability to prepare and safely handle food
- Competence in housekeeping responsibilities
- Able to work with children
- Ability to lift heavy objects and stand for long periods of time; includes bending, squatting, turning
- Willing to learn web-based timecard system
- Able to speak, read and write English comfortably
- Clean Vulnerable Sector check
- Valid Food Handler Certificate or willingness to obtain one

**To apply, submit your resume with "TNG2024-80" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement