

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

POSITION TITLE: Kitchen Support Assistant	
DEPARTMENT: Housing	STATUS: Canada Summer Jobs
# HRS / WEEK: 30 Hours/Week	CONTRACT DATES: start June 5 - 9 weeks
REPORT TO: Director, Housing	HOURLY RATE: \$18 - \$19 per hour based on experience

Kitchen Support Assistant

GENERAL DESCRIPTION: The position will assist the Cook in preparing a variety of healthy and nutritious meals for the residents at modular sites also maintaining a clean and hygienic environment that is compliant with Government regulations. The position reports to the Property Manager.

MAJOR DUTIES:

- Ensure the kitchen is kept in compliance with the Provincial and Metropolitan Government regulations
- Follow the schedule as outlined by Housing management, and be flexible when necessary
- Assist in planning well-balanced, healthy, varied and nutritious menus based on the Canada Food Guide
- Ensure menus are followed and when changes are necessary note them on the posted menu
- Strictly follow allergy chart and food restrictions per anaphylactic Policy
- Assist with preparing the shopping list and bulk ordering of food
- Shop as necessary to purchase food and kitchen items
- Keep inventory of kitchen equipment, utensils, etc.
- Inform Cook when items need to be replaced or repaired
- Ensure cleanliness and hygiene of kitchen. Including stove, fridge, sink, countertops, back walls, dishwasher, interior and exterior cupboards
- Assist with congregate dining including clean-up after meals
- Ensure food is kept covered and stored in a hygienic manner
- Make sure all food and utensils are stored and cupboards are locked at night
- Assume other duties as required
- Adhere to Agency policies and procedures at all times
- Maintain client confidentiality

REQUIREMENTS & QUALIFICATIONS:

- Valid Food Handling Certificate
- Knowledge of Public Health Practices
- Demonstrated communication skills, both oral and written
- Proven interpersonal skills
- Ability to plan and organize tasks
- Ability to follow directions and be flexible and adaptable in the work environment
- Ability to work independently and as a team player.
- Experience working in a diverse ethno-multi-lingual community- based settings
- Valid First Aid/CPR certificate

In order to apply for this position, you must be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

Please submit your Cover Letter and Résumé, using the subject line **“Kitchen Support Assistant”** to: summerjobs@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 and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.