



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Kitchen Assistant	<b>Competition #:</b>	1/23
<b>Department:</b>	Food Services	<b>Status/Position Type:</b>	1 Part-time position available
<b>Compensation:</b>	\$16.70	<b>Unionized:</b>	Yes
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Date posted:</b>	March 9, 2023
<b>Address:</b>	171 George St.	<b>Posting Expires:</b>	March 22, 2023

### APPLICATIONS ACCEPTED BY:

**Email at:** [jobs@saobc.org](mailto:jobs@saobc.org)

**Attention:** Human Relations Department

Fax at 613 241-2818

**Please no phone calls.**

### MISSION, VISION AND VALUES:

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.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### 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.

### TERMS AND CONDITIONS:

#### 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 is stored safely and all food-handling techniques are followed.

#### EXPECTATIONS:

The kitchen assistant:

- 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
- completes inventory of received goods, sorts and safely stores all items as per standards
- rinses and processes dishes, utensils, trays etc. through dishwasher, ensuring a continual and adequate dishware supply is available for use
- attends to the removal of garbage and cleaning of bins
- carries 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



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- ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected
- always wears non-skid CSA approved Safety Shoes in the workplace.

### Physical Effort:

- the job requires a frequent amount of standing, preparing foods, as well as moderate amounts of lifting, cutting, chopping, carrying supplies and walking
- the kitchen assistant is regularly required to lift and carry items weighing up to 10 pounds unaided
- he/she is occasionally required, with help, to lift and move up to 50 pounds
- “ / “ is occasionally required, with the aid of proper equipment, to push/pull skids of food weighing up to 200 pounds

### Workplace Hazards: The kitchen assistant:

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

### QUALIFICATIONS: The kitchen assistant must have:

- minimum of a high school diploma; successful completion of a recognized certificate in cooking and/or meal prep a strong asset
- knowledge and the 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, which are mandatory
- must provide a current Clear Police Reference Check

**HOURS:** 1 - Saturday and Sunday 6:30am - 3:00pm

**Salary: non-negotiable starting salary of \$16 The kitchen assistant: .70/hour, which is increased to \$16.88 at the successful completion of the kitchen assistant's probationary period.**

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

