



Nutritional Services & Maintenance Trainee

The Native Women's Resource Centre of Toronto (NWRCT) is an Aboriginal community-based organization dedicated to providing resources and support to urban Aboriginal women and their families. Our work helps to build the self-sufficiency of Aboriginal women and build our collective capacity to make positive changes in our community.

The Nutritional Services & Maintenance Trainee is responsible for supporting the daily nutritional services and cleanliness of NWRCT. This is a one-year contract position funded by Miziwe Biik until March 31st, 2018.

Duties include:

- Responsible for the overall cleanliness of the Centre: sweeping, washing floors, bathroom maintenance, and thorough cleaning duties throughout
- Responsible for the maintenance of the Centre grounds: snow removal, fall clean-up, garden maintenance, etc.
- Assist with the planning, preparing and serving of nutritious meals on a daily basis for approximately 25 – 40 people
- Help to maintain records required by the meal program such as maintaining statistics on the number of clients
- Other kitchen duties include, cleaning and sanitizing work environment, organizing food storage, recycling and waste management
- Assist with food and supply inventory control
- Assist with other duties as needed

Qualifications and Skills:

- Great interpersonal skills, and a positive, team-oriented attitude
- Strong problem solving skills, with a solution-oriented attitude
- Able to work on your feet, and lifting is involved (ie. Foodbank deliveries)
- Takes initiative and bring passion to the position
- Can work independently, as well as within a team
- Experience with food handling, cleaning, and cooking is considered an asset
- Knowledge of Toronto's Aboriginal community
- Membership with NWRCT would be considered an asset

Please provide a cover letter and resume to ed@nwrct.ca.

*A criminal reference check will be required

*Candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor

*Subject to government funding

