



## **Nutritional Services Worker**

### **EMPLOYMENT OPPORTUNITY**

Part-Time-Contract

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 Worker** is responsible for supporting the daily nutritional services NWRCT. While planning meals that support the wellbeing of clients, participants and community members

### **QUALIFICATIONS and SKILLS:**

- Great interpersonal skills and a positive, team oriented attitude
- Two years of experience in (non for profit an asset) kitchen environment
- Strong knowledge of health and safety in the workplace. Certification an asset
- Strong problem solving skills, with a solution oriented attitude
- Able to work on your feet and able to lift approximately 25-50lbs (i.e. Foodbank deliveries)
- Takes initiative and brings passion to the position
- Independent, self - motivated worker
- Food Handler's Certification (or willingness to obtain)
- WHIMIS Certification (or willingness to obtain)
- Knowledge and awareness of Toronto's Indigenous community, knowledge of traditions and barriers facing indigenous women and families
- Experience with budgets and maintaining kitchen orders
- Ability to work in time constraints

### **RESPONSIBILITIES:**

- Responsible for the cleanliness of the kitchen - sweeping, washing floors, Garbage, recycling, green bin maintenance for kitchen
- Food Handlers Protocols
- Responsible for the planning and serving of nutritious meals on a daily basis for approximately 25-40 people while following Canada's food guides
- Maintain records required by the meal program such as maintaining statistics on the number of clients accessing lunch.

- Other kitchen duties include, cleaning and sanitizing work environment, organizing food storage, recycling and waste management, and ordering necessary kitchen and maintenance items.
- Manage food and supply inventory
- Manage food and supply orders
- Managing food delivery days and products
- Meal planning for everyday operations as well as for special events, ceremonies, meetings etc.
- Work within and follow budgetary restraints
- Position includes physical demands such as lifting, bending, moving
- Other duties upon request

#### **ADMINISTRATIVE DUTIES**

- Complete reports monthly, quarterly, and annually, e.g. programming statistics, and monthly work plan, Meal plan calendars and submit on or before due date
- Maintain accurate current client listing, program participation statistics
- Effectively organize and update the meal program calendar, ordering slips, invoices and keep accurate and detailed records
- Assist with center programs, coordinate and prepare necessary paperwork with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

#### **STANDARDS OF PERFORMANCE**

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The **Nutritional Services Worker** will be directly accountable to the HT Liaison Manager or designate for the proper completion of the functions outlined in the job description*

Please provide a cover letter and resume to [ed@nwrct.ca](mailto:ed@nwrct.ca)

Due to the nature of the organization's culturally based social services, NWRCT encourages applications from Indigenous women (Section 24 (1) (a), Special Employment, Ontario Human Rights Code).