



19 April 2017

Internal/External Job Posting

Food Service Worker, Seniors Division

Part-Time Position (Mon to Fri from 11 a.m.-3 p.m.)

Dixon Hall Neighbourhood Services (DHNS) is a multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Our **Seniors Department** offers a wide range of programs and services to help seniors and/or adults who are ill or disabled so that they can remain in their homes and continue to live healthy, dignified and independent lives.

The Food Service Worker position is responsible for the overall provision of food services to clients attending the Adult Day Centre Programs and the Good Company Lunch Program and Meet and Eat Lunch Program.

Responsibilities:

- Receive and serve mid-day meal to clients
- Ensure special dietary requirements of clients are being met, in consultation with Program Coordinators
- Take inventory of supplies
- Assist with the purchasing and ordering of supplies
- Ability to handle food and operate kitchen safely, in accordance with regulations established by the Toronto Department of Public Health
- Clean up after meals are served (dishes, serving pans, etc.)
- Maintain equipment
- Maintain safe storage of all food items
- Maintain kitchen cleanliness
- Ensure safe operation of the kitchen
- Assist and support with other programs when necessary

Organizational Responsibilities

- Work collaboratively with the supervisor, Dixon Hall staff, volunteers and partners
- Actively participate in department and agency meetings and events
- Work under the guidance of the agency and program policies and procedures, including the Mission, Vision and Values of Dixon Hall

- Meet regularly with manager to discuss individual, team and program effectiveness
- Undertake other tasks and responsibilities as assigned, within the purview of the job description

Qualifications/Specifications:

- Excellent organizational and interpersonal skills
- Certificate in, or willingness to obtain, a Food Handlers course a definite asset
- Ability to accept supervision
- Ability to be flexible, patient and tolerant
- Knowledge and ability to speak French and or second language an asset
- Valid clear Vulnerable Sector Screening Report

Salary: Start Rate: \$13.98 (Job Rate: \$14.47) per hour plus 4% vacation pay. This position is a member of CUPE Local 2497.

To apply please send your resume and cover letter Quoting File # **17-Seniors-02** by **May 3, 2017** by email at hr@dixonhall.org or by regular mail attention to:
Human Resources
Dixon Hall Neighbourhood Services
192 Carlton Street, Toronto ON M5A 2K8

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.