

Job Posting

Job Title:	Food Service Worker	Status:	Part-time, permanent , 20 hrs/week
Department:	Seniors	Union:	Included (CUPE)
Salary :	\$14.00/hour	Job ID:	#18-SRS-06
Posting Date:	July 10, 2018	Posting Close:	Tuesday July 24, 2018 at 4:00pm

Dixon Hall Neighbourhood Services is 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.

Dixon Hall Neighbourhood Services (DHNS) Seniors Services is currently welcoming applications from qualified applicants for the position of Food Service Worker. We are looking for a caring and enthusiastic individual to join our team and become part of a progressive non-profit organization. This is a part-time, permanent position of 20 hours per week.

Reporting to the Adult Day Program Coordinator, the Food Service Worker is responsible for the overall provision of food services to clients attending the Adult Day Centre programs. The Worker is required to perform their duties in a manner consistent with Dixon Hall's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence.

Responsibilities:

1. Ability to handle food and operate kitchen safely, in accordance with regulations established by the Toronto Department of Public Health.
2. Receive and service mid-day meal to clients.
3. Ensure special dietary requirements of clients are being met, in consultation with Program Coordinators.
4. Maintain proper inventory of supplies.
5. Assist with the purchasing and ordering of supplies.
6. Clean up after meals are served (dishes, serving pans, etc.)
7. Maintain equipment.
8. Maintain safe storage of all food items.
9. Maintain kitchen cleanliness.
10. Ensure safe operation of the kitchen.
11. Work collaboratively with Dixon Hall staff, volunteers, and partners.
12. Actively participate in department and agency meetings and events as scheduled.
13. Meet regularly with Coordinator to discuss individual, team, and program effectiveness.

14. Undertake other tasks and responsibilities as assigned, within the purview of the job description.

Qualifications:

- High School diploma or GED-equivalent (required).
- Food Handlers certification (required).
- Excellent organizational and interpersonal skills.
- Strong English language written and verbal communication skills; other languages an asset.
- Effective at building good interpersonal relationships; ability to be flexible and patient when interacting with clients.
- Ability to work independently and as part of a team.
- Sensitive to the needs of seniors and individuals with disabilities
- Satisfactory Vulnerable Sector Police Records Check.
- Emergency First Aid/CPR (preferred).

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **July 24, 2018 at 4 p.m.** quoting File #18-SRS-06 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

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