



CANADA SUMMER JOBS – SKILLS DEVELOPMENT COOK HELPER – FOOD SERVICES

Temporary Full-time, 35 hours per week, Monday-Friday
June 10, 2024 – August 2, 2024 (8 weeks)

RATE: \$18.96 PER HOUR

Menno Place is accepting applications for three Cook Helpers with our Dining Services Team, under the Canada Summer Jobs Grant. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

STUDENT WORKER DESCRIPTION:

JOB PLACEMENT SUMMARY:

Under the direction of the Manager, Dining Experience, the Food Services Student, Skills Development (FSSSD) role serves as a developmental opportunity to learn professional, leadership and personal skills in Menno Place kitchens, in support of Resident and Family Centred Care (RFCC). This opportunity requires teamwork, communication, collaboration and commitment to learning, including receiving constructive feedback.

As a developmental opportunity, it is temporary and full-time, funded through the Canada Summer Jobs Grant, and aligned with both Federal and Member of Parliament priorities. The student worker is required to have a commitment to the vision, mission and values of Menno Place and perform duties following Menno Place policies and procedures, ensuring the provision of *Resident and Family Centred Care* (RFCC).

MENTORSHIP PLAN AND SUPERVISORY COMMITMENT:

The student worker's supervisor shall be equally committed to supporting their learning and development and provide a physically and psychologically safe working environment. Both student worker and supervisor are required to manage their time well and participate mutually in continuous quality improvement.

All supervision is provided onsite by the student worker's direct supervisor. The supervisor shall have a minimum of 2 years' experience managing staff and teams, including youth, in a health care setting, serving vulnerable populations. Supervision is daily, by way of task assignment, weekly setting/review of objectives, supplemented by specific skills development and coaching and mentoring. Feedback shall be both informal and formal through dialogue and ideas

exchange as well as written assessment. Training itself shall take form of hands-on learning, work instruction, Surge Learning modules, SharePoint policy and procedure learning and team skill building. All student workers shall participate in Menno Place's COR © Health and Safety Orientation program as well as monthly, all shift, fire and emergency code drills. Menno Place's Respectful Workplace Policy, addressing bullying, harassment, incivility and discrimination applies to all of its employees, student workers, volunteers, board members, contractors, consultants and affiliates.

KEY LEARNING OBJECTIVES:

- Learn about dietary and nutrition requirements of and develop practical skills serving persons with disabilities by:
 - assisting in serving resident meals according to requests and requirements.
 - participating in continuous education about different diets, textures and clinical food requirements.
 - learning about thickening agents and procedures for persons affected by dysphagia.
 - assisting in preparing and labelling different resident nourishments.
 - assisting with serving up/plating of salads, desserts, soups, and entrees.
- Learn about and develop practical skills in kitchen infection prevention and control by:
 - application of Food Safe Level 1 theory and skills
 - wiping and sanitizing tables
 - clearing tables of soiled dishes
 - assisting with scrubbing, sorting and washing of dishes using commercial dish machinery.
 - assisting in scrubbing, sorting and washing of pots and pans using the three-sink method.
 - putting away and arrange crockery, dishes, pots and pans.
- Develop digital literacy skills through learning and routine use of food service management software as well as WorxHub, SharePoint, MS Office Suite and/or Excel.
- Learn about and develop safe food sorting and storage practice and develop practical employment skills by:
 - application of Food Safe Level 1 theory and skills
 - assisting in sorting and putting away of groceries in storage rooms, fridges, and freezers following appropriate methods.
- Develop business etiquette skills by:
 - attending department meetings.
 - supporting agenda development.
 - actively contribute to and participate in meeting discussion.
- Promote interest in, and exploration of, education and food services in health career advancement opportunities as well as funding sources (i.e.) registered dietetics, food service and nutrition management, speech and occupational therapy restaurant entrepreneurialism etc.

QUALITY JOB PLACEMENT REQUIREMENTS: In alignment with Canada Summer Jobs Grant Applicant Criteria

Education, Training and Experience

- Youth aged 15 to 30 years of age.
- Minimum grade 12 diploma preferred.
- Food Safe Level 1 required.

Employment Equity and Diversity Priorities Initiatives and Priorities

- Preference shall be afforded to youth applicants underrepresented in the Abbotsford labour market including Black and/or other racialized youth, Indigenous youth and/or 2SLGBTQI+ youth.
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Date Availability

- June 10, 2024, to August 2, 2024

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated courteous and collaborative interpersonal skills including the ability to work as a member of a team.
- Demonstrated willingness and ability to learn how to operate position related equipment.
- Demonstrated ability to organize and utilize resources as provided.
- Digital fluency including MS Office Suite.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

All applicants for this opportunity must provide satisfactory proof, or have such proof on file, that they have received COVID-19 vaccination and any required COVID-19 booster vaccination as per current Provincial Health Order(s). This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the Employer shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.

We thank all applicants however only those short-listed candidates will be contacted.

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