



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Food Service Helper – Canada Summer Jobs</b>
<b>DEPARTMENT:</b>	<b>Food Services</b>
<b>CLASSIFICATION:</b>	<b>Student</b>
<b>REPORTS TO:</b>	<b>Manager of Dining Experience</b>
<b>HOURLY RATE:</b>	<b>\$18.96</b>

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### JOB SUMMARY:

Under the direction of the Manager of the Dining Experience, the Food Service Helper is responsible to provide assistance and support in the various kitchens of Menno Place.

The Food Service Helper is a **temporary full time position** funded through the Canada Summer Jobs program. As with all employees, the worker in this position is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care* (RFCC) while safeguarding staff and residents.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

### DUTIES & FUNCTIONS:

- Assists in serving residents food according to their requests.
- Participating in continuous education about different diets, textures and clinical food requirements.
- Learning about thickening agents and procedures for thickening beverages for those with swallowing difficulties
- Assisting in preparing and labelling different nourishments for residents
- Assisting with dishing up salads, desserts, soups, and entrees
- Assisting with wiping and sanitizing tables
- Assisting with clearing tables of dirty dishes
- Assisting with scrubbing, sorting and washing of dishes using commercial dish machine
- Assisting in scrubbing, sorting and washing of pots and pans using the three sink method.
- Putting dishes and pots away

- Assisting putting away groceries in the storage rooms, fridges, and freezers following appropriate methods.
- Attending department meetings and participating in discussions.

## **QUALIFICATIONS**

### Education, Training and Experience

Minimum grade 12 education with Food Safe Level 1 completed.

### As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\* and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

### Skills and Abilities

- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position
- Ability to organize work.
- Ability to operate computer equipment.
- Being accountable in that we always remember the higher calling of our job which is serving vulnerable adults who rely on us for nourishing foods and a kind and professional approach to doing this.
- Confidence in your own abilities and the desire to ask questions, take notes and be able to communicate needs from the floors to the cooks and supervisors.

### Health & Safety

- Is aware of their rights and responsibilities and follow 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 and fire drills and knows the facility fire and disaster plan.

### In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)

- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

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

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