



Employment Opportunity - Ontario Division

Job Title:	Kitchen Assistant	Competition #:	20/23
Department:	Food Services	Status/Position Type:	2 Part-time positions available
Compensation:	\$17.20	Unionized:	Yes
Ministry Unit:	Ottawa Booth Centre	Date posted:	May 3, 2023
Address:	171 George St.	Posting Expires:	May 16, 2023

APPLICATIONS ACCEPTED BY:

Email at: jobs@saobc.org

Attention: Human Relations Department

Fax at 613 241-2818

Please no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

Assists, at the cook's direction, the prepping and serving of all meals. Ensures the food preparation areas and dining room are clean and hygienic, and all food is stored safely and all food-handling techniques are followed.

EXPECTATIONS:

- assists in preparing and serving meals as directed by the cook
- cleans the dining room, kitchen, prep area, and the storage room, which includes the floor, tables, chairs, beverage area, mug and utensil storage area and floors
- completes inventory of received goods, sort and safely store all items as per standards
- rinses and processes dishes, utensils, trays etc. through dishwasher, ensuring a continual adequate supply is available for use
- removes garbage and cleans bins
- carries out any other duties as assigned within the job classification

Health and Safety:

- adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected





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- wears non-skid CSA approved Safety Shoes

Physical Effort:

- the job requires a frequent amount of standing, preparing foods, as well as moderate amounts of lifting, cutting, chopping, carrying supplies and walking
- regularly required to lift and carry items weighing up to 10 pounds unaided
- occasionally required, with help, to lift and move items weighing up to 50 pounds
- occasionally required, with the aid of proper equipment, to push/pull skids of food, weighing up to 200 pounds

Workplace Hazards:

- may deal with angry and abusive clients
- may encounter verbal abuse

QUALIFICATIONS: Candidates must have -

- a minimum of a high school diploma; successful completion of a recognized certificate in cooking and/or meal prep a strong asset
- knowledge and proven ability to carry out basic cooking techniques
- less than 2 years recent experience working in an institutional kitchen setting preferably serving a marginalized/vulnerable population
- valid certification in - City of Ottawa approved Safe Food Handlers
- good organizational skills
- good communication skills
- non-skid CSA approved Safety Shoes are required
- in their possession a current Clear Police Reference Check

HOURS: 1 – Saturday, Sunday and Monday – 10:00am – 6:30pm
2 - Saturday and Sunday - 6:30am - 3:00pm

Salary: non-negotiable starting salary of \$17.20, increased to \$17.39 at successful completion of probationary period

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

