



Internal/External Job Posting
Residential Food and Nutrition Worker
1 Full-Time Permanent
South/North Location

Interim Place is a dynamic anti-violence organization providing shelter, counselling, and advocacy supports for all women and two-spirit, genderqueer, trans and non-binary people with or without dependents, who experience, have experienced or are at risk of experiencing any form of violence in the Region of Peel. Interim Place works within a feminist, anti-oppressive, anti-racist, anti-colonial, queer and trans positive, disability positive, sex work positive, and harm reduction framework.

We require 1 candidate to fulfill the Full-Time Permanent position for **Residential Food and Nutrition Worker**. The Residential Food and Nutrition Worker will help support residents and their children through food preparation, food, and supply coordination, clean kitchen, pantry, and storage areas, and maintain the Health and Safety of the shelter premises.

Responsibilities

- Oversee menu planning ensuring cultural and dietary needs are met.
- Assist in the preparation of special occasion events and meals.
- Recommend to the Program Supervisor the development and implementation of policies and procedures relating to the household coordination.
- Complete weekly grocery shopping in consultation with residents and staff. All purchasing to be done within budget allowance, sourcing best price and quality for all food items.
- Unpack food orders and stock kitchen.
- Coordinate with Food Path and Second Harvest, place orders and pick up from food banks.
- Clean kitchen, pantry and storage areas including appliances and shelves according to the Department of Health Standards.
- Maintain, order, stock and inventory of all household supplies and equipment, prepare and place orders.
- Organize food orders and deliveries with suppliers.
- Prepare meals for residents.
- Prepare weekly menus in consultation with residents and staff. Post weekly menu schedule for residents.
- Incorporate cultural food preferences and dietary restrictions into meal planning.
- Purchase and prepare snacks for children's lunches and after school.
- All food preparation to be carried out with cost effectiveness, food safety, and minimized food waste.
- Maintain positive relationship with residents' work with them around food and other nutritional needs.
- Conduct weekly residents' meetings.
- Directly supervise volunteers and students who are assisting with food, donations, including Days of Caring volunteers.
- Assist in orientation to shelter and preparing of the departure package items for residents.
- Maintain appropriate and accurate file documentation and uphold the confidentiality of clients' files, subject to legal and policy parameters.
- Maintain accurate petty cash.
- Complete accurate time sheets and travel expenses forms in timely manner.
- Utilize computer software including case management database system, Microsoft applications as required.
- Adhere to all health and safety policies and procedures as outlined by the organization to minimize risks.
- Address daily routine duties as required for facility maintenance and safety i.e. conduct room checks, fire drills, maintenance resolutions.
- Use universal precautions at all times.
- Participate on the joint Health and Safety Committee.
- Perform other duties as assigned for the effective operation of Interim Place.

Qualifications

- University or college education in a related field, such as Culinary Arts or the equivalent in education/work experience.
- Minimum 2-years' experience preparing and cooking in restaurants/institutional or similar setting, including cultural food preferences and dietary restrictions.
- Updated Food Handling certificate.
- Demonstrated commitment to clients' and their children's issues and working within a Critical Race Feminist, Anti-Black Racism and Anti-Colonialism framework.
- Experience working with clients in areas such as poverty, violence, and homelessness.
- Understanding Gender Based Violence as a complex social problem and the intersectionality of sexism, racism, classism, colonialism, homophobia, transphobia, islamophobia, sanism, etc. on clients' and their children's lived experience of violence.
- Knowledge of Harm Reduction Framework.
- Training experience with all aspects of food industry, including food safety, preparation, storage, and sanitation.
- Strong organizational and time management skills.
- Professional communication skills; dedicated to team building.
- Ability to maintain confidentiality.
- Current First Aid and CPR level C training is required.
- Must have G Driver's License and a reliable car.

Hours: 37.5 hrs. per week –weekdays, evenings, and occasional weekends.

Hourly Rate: \$21.57

Interim Place is committed to the development of an organization that reflects the communities it serves. We actively encourage applications from members of groups with historical and/or current barriers to equity, including:

- First Nations, Métis or Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion, and/or spiritual beliefs, or place of origin.
- Persons of marginalized sexual orientations.
- Persons with visible and/or invisible disabilities.
- Survivors of the psychiatric system/consumer survivors.
- Two-Spirit, genderqueer, trans and non-binary people.

Please send a letter of application and current resume to Interim Place by October 09, 2020 via email at admin@interimplace.com.

Interim Place is a unionized workplace with OPSEU. This position is within the bargaining unit and as such the terms and conditions of employment are in accordance with the Collective Agreement.

Date of Posting: September 28, 2020

Deadline: October 09, 2020

