



## Employment Opportunity

<b>Position:</b>	Cook/Cleaner
<b>Employment Type:</b>	Full Time Contract Position, Maternity Leave
<b>Hours of Work:</b>	37.5 hours per week, Monday-Friday
<b>Location:</b>	59 North Park St., Brantford, ON
<b>Start Date:</b>	As soon as possible
<b>End Date:</b>	Maternity Leave up to 19 months
<b>Hourly Wage Range:</b>	\$15.86-\$19.03
<b>Reports to:</b>	Residential Manager
<b>Date Posted:</b>	April 3, 2018
<b>Closing Date to Apply:</b>	April 17, 2018 at 4:00pm

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### Job Description Cleaner (.4 FTE)

#### Job Summary

To clean and maintain an 18-bedroom residential emergency shelter for women and children in accordance with general health and safety guidelines and the standards of the Brant County Health Unit. This portion of the position will be for approximately 15 hours per week.

#### Qualifications

- Completion of high school
- Post-secondary education is an asset
- Two years of experience working in a residential kitchen would be an asset
- Food Handler's Certificate
- Possess valid driver's license and own reliable vehicle
- Successful police and vulnerable sector check
- Working knowledge of health and safety issues and standards

- Ability to organize tasks and carry them out to completion
- Possess a sensitivity to, and understanding of, the issues that face women and children who are victims of domestic violence and/or homelessness
- Ability to provide some life skills development to our clients would be an asset
- Ability to function as part of a team and to work independently.
- Ability to lift and carry up to 30 lbs.

**Responsibilities** may include the following:

- Clean designated common areas and common washrooms
- Clean and turn over vacant resident bedrooms and bathrooms
- Other duties as assigned
- Attend team meetings.

#### **Accountabilities**

- Ensure all areas of responsibility are kept up to Health and Safety Standards and standards of the Brant County Health Unit
- To clean vacant bedrooms and bathrooms in a timely manner to ensure new residents have a clean bedroom upon admission
- Adhere to a strict policy of client confidentiality
- Adhere to agency policies and procedures at all times
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interest of the agency.

### **Job Description Cook (.6 FTE)**

#### **Job Summary**

To ensure the provision of meals and snacks that meet the nutritional needs of the women and children living in our emergency 33-bed shelter giving consideration to dietary and/or cultural needs.

#### **Qualifications**

- Completion of high school
- Post-secondary education is an asset
- Two years of experience working in a residential kitchen would be an asset
- Food Handler's Certificate
- Possess valid driver's license and own reliable vehicle
- Successful police and vulnerable sector check
- Working knowledge of health and safety issues and standards
- Ability to organize tasks and carry them out to completion
- Possess a sensitivity to, and understanding of, the issues that face women and children who are victims of domestic violence and/or homelessness
- Ability to provide some life skills development to our clients would be an asset
- Ability to function as part of a team and to work independently.
- Ability to lift and carry up to 30 lbs.

**Responsibilities**

- Plan and prepare weekly menus that meet nutritional needs, cultural food preferences, and dietary restrictions, in consultation with residents, staff and utilizing the Canada Food Guide for up to 40 people
- Shop for groceries within provided budget on a weekly basis
- Prepare and freeze meals for use during absences
- Prepare food for special events and holidays such as birthdays
- Complete brief intake with all residents to ensure health and safety in the common kitchen and that all dietary/cultural needs are met
- Maintain kitchen and pantry and related areas
- Ability to work flexible hours
- Other duties as assigned.

**Accountabilities:**

- Meals must meet the Canada Food guide outline;
- Menu planning and grocery shopping is completed in the most efficient manner;
- Accountable to the Supervisor of Residential Services for maintaining regular supervision;
- Kitchen and pantry are kept up to standards according to the local health unit.
- Adhere to client confidentiality.
- Co-operate with the public health inspector and comply with all requirements
- Ensure all food and food products are stored appropriately

**Application**

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disabled to apply.

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We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit a covering letter and resume by 4:00pm April 17, 2018 to:

**Nova Vita Domestic Violence Prevention Services**

Attention: Katie Maas, Residential Manager

59 North Park Street

Brantford, ON N3R 4J8

Fax: 519-752-0811

Email: [kmaas@novavita.org](mailto:kmaas@novavita.org)

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