



**NOVA VITA**  
Help • Hope • Heal

Nova Vita Domestic Violence Prevention Services  
59 North Park Street, Brantford, ON N3R 4J8  
519-752-1005 | [info@novavita.org](mailto:info@novavita.org) | [novavita.org](http://novavita.org)

## Employment Opportunity

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<b>Position:</b>	Cook/Cleaner
<b>Department:</b>	Shelter
<b>Reports to:</b>	Shelter Program Manager
<b>Employment Type:</b>	Permanent Full-Time
<b>Hours of Work:</b>	37.5 per week, Monday-Friday
<b>Starting Wage:</b>	\$18.08/hour
<b>Benefits Available:</b>	Extended Health, EAP, RRSP, Sick Days, Personal Days
<b>Location:</b>	59 North Park St, Brantford, ON
<b>Start Date:</b>	As soon as possible
<b>Date Posted:</b>	September 8, 2025
<b>Closing Date to Apply:</b>	September 19, 2025 at 4:00pm

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### Job Summary

The Cook/Cleaner is responsible for preparing meals and snacks that meet the nutritional requirements of women and children residing in the shelter, with careful attention to dietary restrictions, cultural preferences, and religious practices. Additionally, the Cook/Cleaner ensures that all interior residential areas of the facility are kept clean, safe, and well-maintained, in alignment with health and safety standards set by the Brant County Health Unit

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### Qualifications

- High school diploma or equivalent is required
- Successful police and vulnerable sector check is required
- Food Handler's Certificate is required
- Must possess a valid driver's license and have access to an insured vehicle

### Essential Knowledge, Skills, and Abilities

- Ability to lift 50 pounds is required
- Ability to provide some life skills development to clients is preferred
- Ability to shovel snow and ice from walkways is required
- Knowledge of health and safety issues and standards
- Ability to organize tasks and carry them out to completion
- Awareness and sensitivity on the issues that face women and children who have experienced domestic violence and/or homelessness
- Ability to function as part of a team and to work independently
- Ability to work flexible hours when required

**Duties and Responsibilities - Cook:**

- Plan and prepare weekly menus that meet nutritional needs, cultural food preferences, religious practices, and dietary restrictions, in consultation with residents, staff and utilizing the Canada Food Guide
- Shop for groceries within provided budget
- Prepare and freeze meals for use during absences
- Prepare food for special events and holidays (i.e. client birthdays, celebrations)
- Complete brief intake with all residents to ensure health and safety in the common areas and kitchen and that all dietary/cultural needs are met
- Maintain cleanliness in kitchen, pantry, and related areas according to the local health unit standards
- Perform other duties as assigned

**Duties and Responsibilities - Cleaner:**

- Clean designated common areas and common washrooms
- Clean and sanitize vacant bedrooms and bathrooms in a timely manner to ensure new residents have a clean bedroom upon admission
- Attend team meetings
- Assist with room checks to ensure health and safety standards
- Participate on the health and safety committee
- Perform other duties as assigned

**Accountabilities**

- Maintain health and safety requirements at all times, including COVID-19 prevention protocols
- Adhere to a strict code of client confidentiality at all times
- Adhere to relevant legislation and agency policies and procedures at all times
- Work cooperatively with the Public Health Inspector and comply with all recommendations
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interest of the agency
- Report regularly to the Shelter Manager or designate

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**Application**

If you require accessibility accommodations during the recruitment process, please notify us to arrange appropriate accommodations. 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, 2SLGBTQIA+, or disAbled to apply.

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

Interested and qualified applicants should submit their resume and cover letter by **Friday, September 19<sup>th</sup> at 4:00 pm**, to:

**Human Resources**  
Nova Vita Domestic Violence Prevention Services  
**Email:** HR@novavita.org  
**Email Subject:** Cook/Cleaner