



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 | novavita.org

Employment Opportunity

Position:	Cook-Cleaner
Department:	Maintenance
Reports to:	Finance - HR Administrator
Employment Type:	Permanent Full-Time
Hours of Work:	37.5 per week, Monday-Friday
Starting Wage:	\$19.54/hour
Benefits Available:	Extended Health, EAP, RRSP, Sick Days, Personal Days
Location:	59 North Park St, Brantford, ON
Start Date:	As soon as possible
Date Posted:	September 18, 2025
Closing Date to Apply:	October 2, 2025 at 4:00pm

Job Summary

The Cook-Cleaner is responsible for preparing nutritious meals and snacks for women and children residing in the shelter, while accommodating dietary, cultural, and religious needs. This role also ensures that all interior residential areas of the shelter facility are kept clean, safe, and orderly in accordance with applicable health and safety standards, including those established by Grand Erie Public Health.

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 in accordance with Canada's Food Guide and accommodating cultural, religious, and/or dietary needs, in consultation with clients, staff, and Shelter Manager
- Shop for groceries within provided budget
- Prepare and freeze meals for use during absences
- Prepare food for special events and holidays
- 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
- 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
 - Maintain professional and ethical boundaries with all clients, staff, volunteers and members of the community at all times
 - Work cooperatively with the Public Health Inspector and comply with all recommendations
 - Report regularly to the Finance-HR Administrator 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, October 2, 2026 at 4:00 pm**, to:

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