

Food Services/Drop In Assistant



Part-time Permanent

24 hours per week with one extra 4 hour shift per month

Anticipated start date: ASAP

Salary: \$ 20.72 per hour
Annual performance based increases
Annual COLA increases
Generous Benefit package

Shift: Monday to Thursday and one Friday shift per month.
Daytime with flexibility to work the occasional weekend and/or evening if required.

Reports to: Site Lead

About 1JustCity

1JustCity operates drop-in sites in three Winnipeg neighborhoods: the West End, West Broadway, and Osborne Village. In the winter months, we also operate an Overnight Warming Shelter called Just a Warm Sleep.

We provide services to over 1200 unique individuals weekly and work with people experiencing poverty; living unsheltered or in unstable housing, experiencing mental health struggles, substance disorders, social isolation, and/or oppression due to race or gender identity, and more.

Learn more: 1justcity.ca.

Job Overview

The Food Services/Drop In Assistant (FSDA) supports all areas of food and drop in services. They ensure statistical tracking is completed, food is properly stored and utilized to ensure maximum freshness and the best quality meals for guests. The FSDA assists with the preparation of food, setting up of the dining room, cleaning up after meals, and engaging with guests. The FSDA will assist in tasks that will ensure the smooth operation of the drop-in. These tasks include but are not limited to preparing snacks for programs, setting up for programs, assisting with implementation of programs as well as providing Emergency Food to guests under the direction of the site lead and Food Managers.



Responsibilities

- Intake/Registration for those attending meals and programs
- Support the strategic direction of 1JustCity's vision and goals.
- Build relationships with guests on a non-judgmental and non-threatening basis and learn guests by name so they may be greeted .
- Assist guests with needs and ensure they understand programs and supports available to them including connecting guests with programs at 1JustCity and to access the services and resources they need. Register guests for programs and special events.
- Assist in preparation and/or cooking of daily meals including baking.
- Review daily food plans and help delegate to volunteers as required.
- Review inventory levels, identify required items and propose requests for kitchen and food related donations or purchases.
- Work alongside volunteers and other staff preparing meals
- Identify items in surplus and develop a plan for utilization or distribution to other sites and monitor fridges, freezers, and cupboards to minimize food waste.
- Correct and model proper food handling practices, including preparing, serving, and proper temperatures and storage of food.
- Ensure compliance with food-handling procedures among self and volunteers.
- Ensure fridges, freezers, dishwashers, cupboards, and ovens are cleaned on a (using the cleaning recommendations in the manual) regular basis to maintain the highest level of food safety and cleanliness.
- Ensure tables, chairs, aprons, cleaning cloths, and dishcloths are washed daily.
- Process, store, and plan for donations including Harvest Manitoba and pick ups.
- Maintain cleanliness of the program area which may include cleaning, daily laundry tasks and bathroom or shower maintenance.
- Assist programs and services as needed including incoming donations and monitoring the donation room.
- Maintain statistical information including, but not limited to, tracking donations, meals served and emergency food kits provided to guests.
- Respond to emergency situations, including those aggressive in nature; complete incident reports, daily logs and other required documents.
- Participate in safety training and ongoing safety planning.
- Travel between 1JustCity sites required.



Essential Skills and Experience

- An understanding of the unique issues and barriers affecting those experiencing poverty and homelessness;
- Demonstrated ability to work as part of a team; Excellent interpersonal skills and the ability to form relationships with individuals; Able to work effectively with minimal supervision;
- Good written and verbal communication skills.
- Ability to work with individuals who experience mental health issues and/or have a substance disorder.
- Understanding of empowerment, harm reduction and trauma informed care philosophies is an asset.
- Professional and responsible with sensitive and confidential issues, creative problem solving.
- Well organized with planning and coordination skills.
- Proficiency in Google Workspace and general comfort with technology and ability to complete data entry.
- Driver's license and daily access to a vehicle required.
- Criminal record check and child abuse registry is required due to the nature of the position.

Qualifications:

- Must have a valid Manitoba Driver License and daily access to a vehicle.
- Up-to-date Food Handlers Certificate. (prior to starting work)
- Experience working in a commercial kitchen or a completion of a vocational program is an asset
- NVC, ASIST, CPR First Aid, Mental Health First Aid an asset.
- Experience working collaboratively with community organizations and with vulnerable populations.

Working Conditions

- This position is full-time days, typical hours are Monday to Thursday and one Friday per month. Flexibility will be required for a few fundraising events throughout the year. Close contact environment setting with staff, volunteers and vulnerable community population.
- Fast paced environment with occasional high pressure or emergency situations.
- Possibility to encounter conflict, violence, illegal substances, sharps, human matter, and mental health crisis.
- Work is performed primarily in a community drop-in space.



- This is a physical position, primarily performed standing with lifting, bending, climbing stairs. May be required to lift up to 50 pounds.

1JustCity is an equal opportunity employer and we encourage individuals of minority, who are comfortable, to self-identify. Preference will be given to Indigenous candidates.

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position in the subject line. The cover letter should indicate how your experience meets the job requirements. Please include contact information (phone number and/or email address) in your application.

Please apply on ca.indeed.com or by email: jobpostings@1justcity.ca

We thank everyone for their interest, however only candidates selected for an interview will be contacted.