

Food Assistant

Full-time Permanent

40 hours per week



Anticipated start date: ASAP

Salary: \$ 23.81 per hour

Annual performance based increases

Annual COLA increases

Generous Benefit package

Shift: Monday to Friday, 8:00 a.m. to 4:30 p.m. Occasional evenings and weekends shifts may be available as an option to meet organizational needs.

Reports to: Food Lead

About 1JustCity

1JustCity supports over 1,200 people each week facing poverty, homelessness, mental health challenges, addiction, and social isolation.

In winter, we operate an emergency warming shelter offering a safe place to sleep, meals, showers, laundry, and evening activities such as movies, games, and culturally relevant programs.

Learn more: 1justcity.ca.

Job Overview

The Food Assistant supports all areas of Food Services and Drop-in services. They work with the Food Lead to prepare a daily hot meal for all three Drop-in sites, using the facilities at our 621 Balmoral Street kitchen, and then deliver the hot meal to our other Drop-in sites. They will help to ensure that statistical tracking is completed, food is properly stored and utilized to ensure maximum freshness and the best quality meals for guests. The Food Assistant will help with setting up the dining room, cleaning up after meals, and engaging with guests. The Food Assistant will assist in tasks that will ensure the smooth operation of our Drop-in sites. These tasks include but are not limited to preparing snacks for programs, setting up for programs, and assisting with facilitation of programs.

Responsibilities

- Work with volunteers and other staff preparing meals.
- Deliver meals from the commercial kitchen at 621 Balmoral st to our other Drop-in sites (mileage to be reimbursed).
- Review meal 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.
- 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 fridges, freezers, dishwashers, cupboards, and ovens are cleaned on a regular basis (using the cleaning recommendations in the manual) to maintain the highest level of food safety and cleanliness.
- Ensure tables, chairs, aprons, cleaning cloths, and dishcloths are washed daily.
- Receive, track, store, and plan for food donations.
- 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 accessing the services and resources they need. Register guests for programs and special events.
- 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

- Experience with batch cooking for up to 500 guests per day.
- 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.
- Criminal record check and child abuse registry is required due to the nature of the position.

Qualifications:

- Valid Manitoba Class 5 driver's license and reliable 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.
- NVCI, ASIST, CPR First Aid, Mental Health First Aid an asset.
- Experience working collaboratively with community organizations and with vulnerable populations.

Working Conditions

- 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 committed to employment equity, diversity, and inclusion and to creating a workplace reflective of the community we serve. We encourage applications from all qualified individuals, with a strong priority placed on increasing Indigenous representation on our team. We also welcome applications from racialized and 2SLGBTQIA+ individuals. Accommodations as needed are available upon request throughout the hiring process.

*Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position you are applying for in the subject line. **A cover letter should indicate how your experience meets the job requirements.** Please include contact information (telephone number and/or email address) in your application. Applications will be reviewed until the positions are filled.*

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

Applications will be accepted until the position is filled. We thank everyone for their interest, however only candidates selected for an interview will be contacted.