



EXTERNAL JOB OPPORTUNITY
Residential Food and Nutrition Worker (1 Year Contract)
Onsite
Salary: \$24/hour

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

PROFILE:

Reporting to the Supervisor of Direct Services, this position is responsible for food purchasing, preparation, and storage and to ensure the maintenance and cleaning of kitchen, food storage facilities and common areas. This position is responsible to provide women and children with food related programming and information.

RESPONSIBILITIES - The major responsibilities of this position include, but are not limited to:
Food Purchase and Preparation

- Complete weekly grocery shopping in consultation with residents and staff. All purchasing to be done within budget allowance, sourcing best price and quality for all food items.
- Organize food orders and deliveries with suppliers.
- Prepare well balanced nutritious meals for residents.
- Ensures that clients receive meals corresponding to their dietary requirements.
- Prepare weekly meal menus in consultation with residents and staff. Post weekly menu schedule for residents.
- Incorporate cultural food preferences and dietary restrictions into meal planning.
- Prep and prepare meals for use during client absence.
- Prepare snacks for children's lunches and after school.
- All food preparation is to be carried out with cost effectiveness, food safety and minimized food waste.
- Ensure timely preparation of all meals.
- Ensure that the correct quantities are prepared to meet daily needs.
- Utilize kitchen equipment during food preparation.
- Stay productive at all times for future needs as time allows.
- Demonstrate flexibility and volunteer to fill shifts as required by variations in staffing.
- Adhere to all regulations including blood borne pathogens, infection control, use of hazardous materials and fire safety.
- Assist with training of new employees.
- Serve food in the proper portion size and at the proper temperature.
- Report any infraction in the food services or violations of policies and procedures.

Cleaning and Storage:

- Ensure all food and food products are stored appropriately with labelling in cupboards, refrigerators, freezers.

- Organize and maintain the food storage room using food rotations to minimize spoilage and waste.
- Clean and maintain food preparation area in the kitchen including stoves, fridges, oven, freezer, countertops, sinks, floors, storage cupboards, dining area in accordance with accepted health and safety standards.
- Arrange in consultation with Property Maintenance Coordinator for a repair person to attend to faulty appliances, etc.

Program Facilitation:

- Plan, develop, and facilitate food related programming for women and children at the shelter.
- Work together with the shelter counsellors during weekly house meeting to facilitate dialogue concerning nutritional awareness and education on food planning and purchasing.
- Provide education on healthy and cost-effective food planning and purchasing.
- Communication with other staff members regularly about interactions with client, programming information, etc.

Administration and Program Participation:

- Complete a list of resources/ supplies needed in kitchen area on a regular basis and communicate these needs to the supervisor and property maintenance coordinator.
- Organize and co-ordinate the inventory purchases and control in consultation with supervisor.
- Complete documentation as required/requested such as purchasing, timecards and work orders.
- Coordinate food donations to the shelter.
- Ability to communicate with coworkers regarding challenges that arise and if appropriate, redirect residents in crisis to shelter staff as needed.
- Participate in agency-wide meetings, committees, and staff development opportunities as appropriate.
- Work collaboratively with all program areas, including volunteers and placement students.
- Communicate with coworkers regarding food related information.
- Active participation in regular supervision evaluations and annual performance reviews
- Ensure compliance with policies, procedures and protocols, Occupational Health and Safety Act, Public Health guidelines and collective agreement of Yellow Brick House
- Provide emergency first aid CPR as needed.
- Participation in internal/external committees as required.
- Other duties as required.

ENGAGEMENT:

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for the Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppression working environment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28 .
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132 and 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment and harassment in the Workplace.

PERFORMANCE MEASURES:

- Preparing weekly food menus within budget
- Food wasted per food purchased.
- Timely delivery of meals to clients
- Client Satisfaction

QUALIFICATIONS & SKILLS:

- Post Secondary diploma or equivalent in culinary arts or food services.
- Minimum 2 years' experience preparing and cooking, in a restaurant/institutional or similar setting, including cultural food preferences and dietary restrictions.
- Training/experience with all aspects of food industry, including food safety, preparation/handling, storage and sanitation.
- Knowledgeable of food nutrition, healthy menu planning and healthy living.
- First/Aid, CPR Training
- General Knowledge of community resources
- Working knowledge or computer competency
- A current police vulnerable sector screening (VSS) is required.
- Ability to access transportation to attend community meetings and purchase food within the region.
- All staff are required to be fully vaccinated and provide copy of the vaccination.
- Working knowledge of application of Anti-Oppressive and Feminist frameworks.
- Some travel required to between shelters.
- Flexible to work some evenings and weekends as events require.

CORE COMPETENCIES:

- Problem Solving
- Decision Making
- Time Management
- Collaborative
- Resourceful
- Facilitation
- Presentation Skills
- Organization and Planning
- Administrative
- Ethics and Integrity
- Quality Orientation
- Energy and Stress
- Accountability and Dependability
- Communication
- Client Focused

WORKING CONDITIONS:

- Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that some risk of any injury is possible.
- May be exposed to infectious waste, diseases, conditions including exposure to Covid.
- Interacts with clients, staff, visitors, government agencies, personnel under all circumstances, which may be traumatic situations.
- There is regularly a need to meet after or before normal business hours.
- Must be able to sit/stand for extended period of time.
- Must be able to lift 35ILB
- Overtime as required.

Yellow Brick House would like to thank all applicants for their interests; however, only those selected for an interview will be contacted.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes, please contact the Human Resources Department for assistance.

Please submit your resume to jobs@yellowbrickhouse.org