

**Job Description** **Food and Kitchen Program – Support Worker****REPORTS TO:** Program Manager**Position Summary:**

The position offers the chance for students to directly apply their skills and make a difference improving nutritious food routine and security to people living in poverty. Students will participate in the Food and Kitchen program at the Drop-in Resource Centre's day to day tasks and interaction with participants. Using knowledge in poverty reduction, food insecurity, nutrition on a low income, community integration, they will work with a team of employees, participants and volunteers to support participants in need of nutrition awareness and food security. In addition, they will help in creating weekly nutritious meals for people seeking food security. Education in social services, people living with compromised mental health and addictions including food sources and nutritious value is required.

This position is funded through the Government of Canada Summer jobs program to be eligible to apply you must be between the ages of 15-30.

This position is a fixed term contract of **16 weeks**. Position will start **May** 2024. Hours of operation are **Monday through Friday 8:30 am – 4:00 pm** with an expected 35 hours of work per week, days of work may vary due to the nature of the position. Rate of pay is **\$16.55** per hour.

As part of the team you will help SMUN meet its program objectives. This position has a variety of responsibilities.

Responsibilities:

- Assist the Food & Kitchen Program Coordinator as needed
 - Coordinating the receiving and unloading of food related donations
 - prepare adequate, safe and healthy meals as required on weekends and holidays
 - assist with menu preparation
 - Assist with meals for special events
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- Support in the development of all food related program activities and events as necessary
- Gather and share feedback for volunteers/students within the food program
- Implementing day-to-day operations in the Kitchen, food and menu preparation
- Maintaining workstations to ensure clean, sanitized and appropriately prepped work surfaces prior to food preparation, cleanliness & sanitation systems and guidelines in accordance with Niagara Region Public Health standards and other legislative requirements
- Follow systems for labelling and storing all food, including donated food, in pantries, freezers and walk-ins
- Other duties as deemed appropriate and in consultation with the Program Coordinator

Qualifications:

- Clear understanding of food and nutritional value
- Knowledge of safe and healthy meal preparation and related health and safety requirements
- Able to work in a busy and fast paced environment
- Some evening or special event hours may be required
- Excellent interpersonal skills

- Ability to work with individuals living with disabilities, addictions and compromised mental health
- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently and with groups
- Demonstrated good organizational and record keeping skills
- Demonstrated good communication skills
- Ability to repeatedly lift 50 pounds
- Self-motivated, cooperative and flexible

Requirements:

- Education in or volunteering in a front-line capacity in a community setting
- Education in working with persons facing barriers especially as related to mental health, substance use, and trauma
- Experience in employment services an asset but not required
- Excellent literacy in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written, interpersonal, and oral communication skills in English
- Demonstrated skills in problem solving and decision making under pressure
- Ability to work as a team and on your own with little supervision
- Satisfactory clearance under the Vulnerable Sector Police Check Program
- Must be qualified to legally work in Canada
- Must be between the ages of 15-30

How to Apply:

Applicants are invited to email a cover letter and resume with the subject line “**Food and Kitchen Program – Support Worker**” to hr@startmeupniagara.ca

- SMUN is an equal opportunity Employer. In compliance with AODA, this job posting is available in alternate format upon request. To request disability accommodation, please contact Start Me Up Niagara via telephone at 905 984 5310 ext 107.

*We thank all candidates for their interest in advance.
Due to volume we will only be contacting those selected for an interview.*