



## Stella's Place Job Posting

### FOOD SERVICE AIDE (part-time)

Posting Date: January 9, 2019  
Application Close date: January 15, 2019 (at 4 pm)

Stella's Place is an innovative mental health service for young adults (16-29 years). We are at a critical and exciting stage in our growth – we have laid the foundation and infrastructure for a new and engaging model of mental health care for young adults and are now delivering services (at Stella's Place and in collaboration with key partners in Toronto), seeing results, and changing lives.

#### SUMMARY:

Stella's Place is seeking a reliable individual to assist with our food and nutrition program. Possessing integrity, kitchen skills and sensitivity, the ideal candidate will have a keen interest in young adult mental health and enjoy interacting with and providing healthy food for the participants in our programs.

#### KEY AREAS OF RESPONSIBILITY

The Food Service Aide will implement all aspects of the food program, including but not limited to:

- Being on site when the Second Harvest shipment arrives to receive contribution (minimum 4-hour commitment from 9:00 am – 1:00 p.m. on Fridays)
- Sort, clean and organize the food received by Second Harvest or other providers. Clean and prepare refrigerator for food contribution; recycle and throw out any garbage and rotten food.
- Ensure we have adequate and safe cleaning supplies in the kitchen.
- Ensure all safety procedures are followed, check expiry and best before dates.
- Make list of required items, maintain inventory of food available for participant use, and identify requirements on a daily basis.
- Develop snack plans and shopping lists for missing items and shop for groceries.
- Prepare and set up snacks in the kitchen for programs and clean up after the groups.
- Prepare snacks for programs and leave them on the fridge ready to be served.
- Wash dishes according to public health standards in preparation for and following programs, and at the end of every shift.
- Ensure kitchen area and supplies (cleaning, handwashing, sterilizing, drying) are clean and available.



- Prepare food packages for people to take home and place it in the designated Cafe space.
- Send weekly email to all staff explaining what is available and encouraging consumption.
- Participate in the further development of the Food and Nutrition Program.
- Other duties as required.

#### KEY COMPETENCIES

- Experience handling food, working in and managing a service kitchen
- Completion of Food Safety Training program required (required)
- Knowledge of workplace health and safety requirements
- Interest in nutrition, food safety and food preparation
- Interest in working with young adults and good interpersonal skills
- Willingness to interact with staff, participants and the Second Harvest team
- Strong organizational and time management skills
- Punctuality
- Initiative, creativity and ability to work independently
- Ability to thrive in the Stella's Place environment as expressed in our mission, vision and values
- Be able to lift or move 35 pounds

#### JOB STATUS, HOURS, AND REMUNERATION:

- This is a part-time position, 16 hours per week.
- You will report to the Peer Initiatives Manager.

#### DIVERSITY, EQUITY, AND ACCOMMODATION

Stella's Place is committed to having a workforce that is reflective of the diversity of the broader Toronto community in general and of our participants. We strongly encourage applications from: racialized persons, indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives and contribute to the diverse Stella's Place community.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

#### YOUR APPLICATION

Interested and qualified candidates are invited to submit their cover letter outlining their interest in working with Stella's Place (along with a detailed résumé) to [careers@stellasplace.ca](mailto:careers@stellasplace.ca) with subject: Food Service Aide. We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.