

JOB POSTING

Afterschool Food Service Leader

Summary:

Reporting to the Coordinator of Children Services and Site Supervisor, the Afterschool Food Service Leader will support the delivery of exceptional Afterschool Snack Programming and provide positive leadership for members ages 6-13. The Food Service Leader will ensure our members have a positive experience through providing healthy nutritious afterschool snacks and meals that support the learning and development of our members.

Kitchen Staff Responsibilities:

- Design weekly menu plans that support the nutritional and dietary needs of our members ages 6-13
- Follow the recommendations of Canada's Food Guide and funding obligations
- Prepare meal ingredients which includes washing, peeling, cutting, and slicing ingredients.
- Shop for and unload food supplies from delivery trucks.
- Work with Coordinator to ensure budgets are followed and expenses are accounted for
- Properly washing and drying all dishes, utensils, cooking instruments and cutting boards.
- Operate kitchen appliances and sanitizing machine
- Neatly put away all utensils, cooking instruments, dishes, and cutting boards in their respective places.
- Work with Coordinator towards creating a zero waste environment
- Pack take-away orders as needed.
- Remove garbage, replacing garbage bags, and washing garbage cans.
- Mop and sweep the kitchen areas as required.
- Storing ingredients and food items according to food safety standards.
- Participate in trainings, meetings and evaluations as required
- Maintain positive relationships with members, staff, volunteers, BGCTK guests, community, and partners

Requirements/Specifications:

- Must be 16 years of age or older
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Healthy Child Development is considered an asset (must receive training within first 3 months of employment)
- Current First Aid CPR Certification
- Safe Food Handlers Certification (must receive training within first month of employment)
- Clear Vulnerable Sector Screening if over 18 years of age

Terms of Employment

Contract Duration: September 2021-June 2022 (including opportunities to work Winter Break, March Break and PA Days)

Location: BGC Toronto Kiwanis Club Location – TP Loblaw/St. Mary Club- 20 Portugal Square, Toronto ON

Compensation Type: Hourly

Amount: \$16.00 per hour-plus 4% vacation pay on every pay cheque. Mandatory employment related deductions as required by the Canada Revenue Agency-Canada Pension (18+years old), Employment Insurance, Federal and Provincial Tax

Hours of Work: will vary up to 20-30 hours per week. Monday-Friday hours may vary between 11am-6pm

Interviews: successful applicants will be contacted to attend an interview, either in-person or virtually, until position is filled

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines. This position is conditional upon funding.

All interested persons should send their resume to **Louise Ross, Children's Services Coordinator-TPL St.Mary Club** L.Ross@bgctk.org

Equity, Diversity & Inclusion:

BGC Toronto Kiwanis is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve.