



JOB POSTING

DATE POSTED: SEPTEMBER 29, 2020

POSTING #: 2020-53

FOOD SERVICES COORDINATOR (RELIEF)

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, outstanding support and access to resources to help them achieve their goals.

Eva's is an organization known for taking an innovative approach to prevent and end youth homelessness. Eva's Initiatives operates three specialized shelters: Eva's Place, Eva's Satellite, and Eva's Phoenix, (and currently a temporary hotel program during COVID) as well as supporting young people living in rental housing throughout the city. We work holistically with young people, providing wrap-around services and supports so they can move successfully away from homelessness.

This position reports to the Senior Site Manager and is located at [Eva's Satellite](#). The position works in a shelter environment with its associated stresses and with youth who may at-times be in crisis and may demonstrate related behaviours.

RESPONSIBILITIES

- Responsible for the coordination and preparation of meals and snacks
- Flexible in preparing meals that are creative, nutritional and healthy
- Prepare three meals and two snacks per day
- Assist with some food preparation for in-house meetings as needed
- Ensure meals meet dietary, cultural and/or religious practices (meet Shelter Standards)
- Responsible for ensuring the kitchen and food storage areas meet service and health and safety standards (Public Health and Food Handlers)
- Responsible for ensuring food safety inspections are completed
- Responsible for limited kitchen administration: oversee inventory, ordering, receiving and safe storage of food and supplies; maintain orders from Food Banks/Second Harvest and donors; manage any other administrative duties as required by the position
- Responsible for coordination of food donations: receiving, sorting, storage and complete any paper work required for processing donation
- Communicate effectively with the staff team to address gaps and needs
- Ensure the effective communication with the staff team so as to deliver food services in a respectful, professional
- Complete any other tasks as required

QUALIFICATIONS

- Certificate in Cooking/Food Preparation and/or Kitchen Management, or equivalent training and/or prior experience in running a kitchen

- 📌 A minimum of 2 years' experience working in food service industry
- 📌 Experience in ordering, inventory management, budgeting
- 📌 Basic Computer Skills & experience in Word and Office applications
- 📌 Demonstrate effective communication and conflict mediation skills
- 📌 Experience working independently and within a large team
- 📌 Food Handler's Certification
- 📌 First Aid and CPR Certification
- 📌 Knowledge of the issues impacting homeless and at risk youth
- 📌 Shelter Standards an asset
- 📌 Experience working with youth is an asset

SALARY

This position is unionized, with a wage of \$22.42 per hour with an additional 4% vacation pay.

APPLY

Submit a cover letter and resume in one PDF document by **5:00pm** on **October 13, 2020** to careers@evas.ca. Be sure to indicate **2020-53 Relief Food Services Coordinator** in the title. No phone calls, please.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

Eva's Initiatives for Homeless Youth

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   Connect with us @evasinitiatives