



Employment Opportunity

Kitchen Team Lead

Part Time, 25 hrs/week

Active Living Centre

Flexible work hours may include some evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community. This position reports to the Supervisor of the Active Living Centre.

Responsibilities:

- Coordinate the preparation of daily food service, while maintaining a high and consistent standard of safe food handling as well as food quality and presentation
- Ability to coordinate, support, train and evaluate a diverse team of volunteers
- Maintain a safe, clean kitchen in accordance to Health & Safety standards and Public Health Regulations
- Assist the Active Living Centre Team with program planning, delivery and evaluation
- Complete administrative duties such as menu planning, maintaining inventory & statistics
- Participate in continuous quality improvement processes and the development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

- Education:** Food Handling Certificate
Current First Aid/CPR C and AED
Culinary Training an asset
- Experience:** 2 years of working in the culinary field an asset
2 years working with older adults and volunteers
- Other:** Strong interpersonal and customer service skills
Experienced in working with and supporting volunteers
Excellent communication skills (Oral and Written);
other languages, an asset
Valid G Class drivers licence, an asset
Able to work independently as well as in a team

Job will be posted until position is filled. Please submit your resume to:

Mail **North York Seniors Centre,**
Attention: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8

Fax: 416 733.1858

E Mail: hiring@nyseniors.org

No phone calls, please.

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Posting Date: August 2, 2019