



Job Description: Food Services Assistant

Revised: November 2024

One City Peterborough Mission and Values

To journey together as a community that promotes housing, community safety, and social inclusion in the City of Peterborough by responding to immediate needs, breaking down barriers amongst us, and advocating for systemic change.

Belonging - We will work towards a community where everyone feels welcome.

Dignity - We believe no one is disposable.

Courage - We will boldly embody a more just world.

Trust - We want to build healthy relationships with people in our community.

Love - Love is the lens through which we see and the motive from which we act.

Job Summary

Terms of Employment: Permanent Contract; 20 Hours per week

Compensation: \$20.70 - \$22.41 per hour

The Food Services Assistant supports the implementation and delivery of food and nutrition services across the organization's programs, including the Trinity Community Centre meal program and the Community Residential Facilities (CRF). This role is key to ensuring that meals are prepared, served, and distributed effectively to meet the community's needs. The Food Service Assistant works collaboratively to uphold standards of food quality, safety, and accessibility. This position is supervised and supported by the Food Services Coordinator.

Benefits

- To be a part of making a difference for marginalized people in Peterborough.
- To contribute to the development of an inclusive community in Peterborough.
- To be a part of the greater One City team and our support for one another in this work.
- To be a part of changing the conversation around poverty and criminalization in Peterborough.

Primary Duties and Responsibilities

Meal Preparation & Service

- Assist with the planning and preparation of meals as directed.
- Support with the distribution and delivery of meals at various sites, including the Trinity Community Centre Drop-In and Community Residential Facilities (CRF).
- Work with the Food Services Coordinator to adjust meal options according to available options, dietary requirements, and participant feedback.

Kitchen & Inventory Maintenance

- Follow health, safety, and sanitation protocols to maintain a safe environment, including the handling, storage, and disposal of food.
- Assist with receiving, organizing, and storing food supplies, ensuring compliance with food safety regulations and maintaining proper inventory rotation.
- Monitor food freshness, expiration dates, and storage conditions, and report inventory levels or shortages to the Food Services Coordinator.

Donation Acquisition & Meal Delivery

- Coordinate and pick up weekly food donations from Kawartha Food Share, ensuring items are loaded and transported safely.
- Operate a large vehicle to transport food donations and distribute prepared meals to designated locations (approx. three times a week).
- Maintain proper inventory of food donations, communicate any shortages, and ensure food is stored and handled following health and safety guidelines.

Program Support

- Assist the Food Services Coordinator in implementing program adjustments or expansions to meet growing community needs.
- Help maintain a warm and welcoming environment where all participants feel valued, with a focus on fostering dignity and respect in meal services.
- Assist with the completion of reporting requirements.
- Provide supervision, coaching, and guidance to kitchen staff, students, and volunteers, fostering a positive and collaborative work environment.

Qualifications

We encourage applications from individuals with lived experience of homelessness, addiction, poverty, housing precarity and/or criminalization, who have or are open to receiving peer training, and who are looking to engage their lived experience to provide support to others.

- Demonstrated commitment to the organizational mission and values.
- Strong commitment to food and housing justice.
- Ability to work with individuals struggling with homelessness, poverty, addiction, criminalization, and/or social exclusion through a relational, harm-reduction model.
- Creative and practical problem-solving skills.
- Ability to take ownership and accountability for personal workload.
- Ability to model nonviolent peacemaking and professionalism in all interactions.
- Ability to intervene and de-escalate during crisis situations.
- Ability to perform physical tasks, including standing for extended periods, lifting supplies, and maintaining a quick pace throughout shifts.
- Experience with building and maintaining successful partnerships with suppliers, donors, community organizations and volunteers is an asset.
- Experience working in community-based food programs or meal services in nonprofit, social services, or residential settings is an asset.
- Food Handler's certificate (or willingness to obtain) is required.
- Valid driver's license and comfort operating a large vehicle are required.
- Current and original copy of a Criminal Records Check, Vulnerable Sector Search and Child Abuse Registry Check is required.

Working Conditions

- Fast paced, highly detailed environment; Frequent interruptions.
- Exposure to hazards (eg., infection, biohazards, harsh weather conditions, pests, violence, uncontrolled substances, slips, trips, and falls, repetitive movement).
- Exposure to hot surfaces, sharp objects, and cleaning chemicals.
- Involves heavy lifting and standing for extended periods, requiring physical stamina and dexterity.
- Travel required in all seasons.
- Flexibility around evenings, weekends and holidays is required.

Key Relationships & Interactions

Internal:

- Food Services Coordinator, Director of Outreach Services.
- Trinity Program Coordinators and Staff, CRF Manager and Staff.
- Trinity Community Centre participants, CRF Residents.
- One City Volunteers and Placement Students.

External:

- Community Partners and Food Service Providers.
- Donors and Suppliers.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.

One City Peterborough is committed to inclusion and equity and strives to ensure that our staff reflects the diversity of our community. We are committed to removing barriers to employment that are faced by equity-seeking groups and encourage (but do not require) members of these groups to self-identify as such in their cover letters. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).