



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Drop-In Centre Cook

Classification: Contract fulltime (10 months)      Rate: \$40,032 - \$65,292  
Hours: 35 hrs/wk.      Location: 655 Bloor Street W. Toronto

**NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.**

### Position Summary

Under the direction of the Supervisor, Youth Engagement the Drop-in Centre Cook will:

- Prepare 3 nutritious meals a day including snacks in our Open Concept Kitchen within the Drop-In Program.
- Plan menus for small and large groups within a limited budget and prepare the meals as required maintaining integrity of the food program and nutritional content of meals.
- Order appropriate quality of food required from approved distributors. Receive and check the food delivery for accuracy and completeness.
- Manage all aspects of the kitchen including proper food storage, food distribution, inventory control/replenishment and overall safety and cleanliness of the kitchen(s) and food storage areas in compliance with Public Health Standards.
- Occasionally facilitate workshops specific to nutritional and healthy food choices.
- Provide support to frontline staff at the Youth Department and assist with the general delivery of drop-in services.
- Provide support to youth in need of individual support such as crisis intervention, dispute resolution, and other supportive intervention.
- Represent NCFST at the community level by assisting in community cultural events in the above capacity.
- Work in a safe manner in accordance with the Society's Health and Safety Policies and Procedures and all relevant legislation
- Other duties as assigned.

### Qualifications

- Food Handling Certification is required. Excellent knowledge of food handling and preparation required.
- Post-secondary education in food services or equivalent combination of education and experience.
- Post-secondary education in the Child and Youth Worker program or equivalent combination of education in a related field and experience working with Native youth will be an asset.
- Must be flexible to work evenings and Saturdays.
- Must be able to pass a Vulnerable Sector Police Record Check.
- First Aid/CPR certification must be obtained.
- Possess initiative, and respect for confidentiality
- High level of literacy in Aboriginal cultures, and knowledge of traditional foods.
- Excellent organizational and communication skills
- Computer skills for data management.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

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If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **January 31, 2022**

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.