



## WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit [www.woodgreen.org](http://www.woodgreen.org) for more information.

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<b>Internal Candidates only may apply:</b>	March 30, 2017 – April 3, 2017
<b>Job Posting Application Deadline</b>	April 21, 2017 at 5:00 pm
<b>Job Title:</b>	Housekeeper/Program Assistant
<b>Program &amp; Unit:</b>	Child Care Services, Family & Neighbourhood Services
<b>Work Week:</b>	Fluctuating Hours
<b>Salary Grid Level:</b>	B1 - \$15.13/hour (subject to Union confirmation)
<b>Employment Category:</b>	Bargaining Unit – Casual

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### Program Overview

WoodGreen serves over 700 children through seven licensed child care centres in Toronto's East End and at Pape House. Our curriculum is based on the most up-to-date practices and is designed to respond to each child's individual needs and interests. In addition to our year-round programs, we also offer a summer camp programs. Committed to continual learning and excellence, we work with a variety of partners to deliver our many services for children and families.

### Position Summary

This position is responsible for providing coverage for the full time Housekeeper/Program Assistants when these full-time staff are absent from work for vacation, sick leave, etc. This position is responsible to the Manager for performing housekeeping and food service related duties at the assigned child care site. This position is further responsible for supervision of children as assigned, in conjunction with program staff.

### Main Responsibilities:

- Assist in supervision of children as assigned.
- Ensure the safety, health and well-being of the children under care.
- Ensure that child care areas are disinfected on a regular basis. This includes tables, chairs, cupboards, counter tops, cubbies, etc.
- Ensure that kitchen areas are disinfected on a regular basis. This includes cupboards, counter tops, stove tops, coolers, etc.
- Responsible for wiping tables and chairs before meals/snacks, setting tables, clearing and disinfecting tables following meals/snacks, and assisting in the serving of meals/snacks as required.
- Responsible for doing laundry according to schedule and in emergency as required.
- Responsible for doing dishes according to schedule.
- Responsible for disinfecting toys according to schedule.
- Responsible for preparing/handling food in a hygienic manner and for ensuring that all food is kept at appropriate temperatures until it is served.
- Responsible for the upkeep of equipment and furnishings, for informing the Manager when replenishment is necessary, and for assessing equipment needs and making recommendations regarding purchases.
- Responsible for keeping track of kitchen/laundry supplies and for informing Manager when replenishment is necessary.

## Required Education and Registration:

- High school diploma
- Proof of valid Food Handlers Certificate.

## Preferred Qualifications:

- Knowledge of Canada Food Guide.
- First Aid Certification (First Aid/CPR C).
- Additional training in early childhood is considered an asset.
- Experience in food services preferred.
- Experience working with children in licensed child care work and activities preferred.
- Ability to assist in supervision of children aged 0 to 12 as assigned.
- Ability to maintain a safe and healthy environment for children by ensuring that child care and food service areas are well-maintained, clean and disinfected at all times.
- Ability to follow a schedule, prioritize tasks, and meet deadlines as required.
- Ability to serve meals and snacks as required.
- Ability to ensure the upkeep and ongoing availability of equipment, furnishing and supplies required for the operation of the kitchen.
- Ability to work in cooperation with other staff to maintain high standards of operation.

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## To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

**WoodGreen employees ONLY** – apply to [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org). Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

**All other applicants** – apply to [childcarejobs@woodgreen.org](mailto:childcarejobs@woodgreen.org) Att: Elaine Levy, Family & Neighbourhood Services.

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*We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility For Ontarians With Disabilities Act, the Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.*

*WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*