



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Housekeeper/Program Assistant

Employment Type:	Casual, Bargaining Unit
Work Hours:	Fluctuating schedule
Salary:	B1 - \$15.13/hour
Application Deadline:	February 2, 2018 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Childcare Services, Family & Neighbourhood Services

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.

What You Will Do

- Assist in supervision of children as assigned.
- Ensure the safety, health and well-being of the children under care.
- Ensure that child care and kitchen areas are disinfected on a regular basis.
- Assist 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.

What You Bring to the Team

- High school diploma
- Proof of valid Food Handlers Certificate
- Standard First Aid/CPR-C

What Will Set You Apart

- Knowledge of Canada Food Guide.
- 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.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

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

WoodGreen employees <u>ONLY</u> to:	hrjobs@woodgreen.org
External applicants to:	childcarejobs@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.