



## MAINTENANCE AND KITCHEN ASSISTANT

### Part Time - 21 Hours per week

Family Transition Place operates an emergency shelter, counselling and outreach programs for women and their children. Under the supervision of the Facilities Manager the Maintenance and Kitchen Assistant will be responsible for a variety of duties related to general maintenance/environmental services and the food & nutrition program for Family Transition Place facilities and clients.

#### Responsibilities will include:

- Outdoor maintenance, gardening
- Indoor maintenance, waste management, cleaning
- Assist with menu planning, food preparation, storage and inventory

#### Qualifications:

- Experience in food service
- Working knowledge of nutrition & meal planning
- Safe Food handling certification is an asset
- Working knowledge of cultural food preferences & dietary restrictions
- Strong time management, decision making and organizational skills
- Experience with hand tools, small power tools and outdoor equipment such as snow blower, lawn mower
- Garden maintenance experience
- An understanding of the effect that violence and abuse has on women and their children

#### Successful candidate will be required to:

- Provide vulnerable sector police clearance certificate
- Have a valid driver's license, reliable vehicle and insurance
- Have the ability to lift 50 lbs. unassisted and climb ladders

**Hours of work:** 21 hours per week. May include evenings and weekends

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants for their interest but only those selected for interviews will be contacted

**Please forward your letter of application and resume by 4:00pm Friday, August 28, 2020 to:**

**Fax #:** (519) 942-8243  
**Email:** [jobapplication@familytransitionplace.ca](mailto:jobapplication@familytransitionplace.ca)

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Safety. Support. Hope. Building healthier communities – one relationship at a time.

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