



ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for hundreds of people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

TEMPORARY PART TIME CUSTOMER SERVICE ASSISTANT

File No:	CU-17-30
Date Posted:	December 4, 2017.
Closing Date:	December 11, 2017.
Position:	Temporary Part Time Customer Service Assistant
Location:	Nutrition Services at the Ongwanada Resource Centre
Dates of Vacancy:	January 1, 2018-July 28, 2018.
Hours of Work:	Scheduled up to 29 hours per pay. Work hours are not guaranteed and may not be available during shut-down periods (ie. Christmas Break)
Wage:	Hourly: Start - \$21.388 6 Months - \$21.612 One Year- \$21.946

POSITION:

To prepare food items and provide excellent customer service to those visiting the Ongwanada Cafeteria.

DUTIES:

- Serve hot & cold foods in a customer focused environment;
- Prepare/rethermalize/assist the preparation of food items following food safety standards;
- Safely operate, maintain and clean food service equipment such as: steamers, gas ovens, fryers, slicers and mixers;
- Follow standards for the proper cleaning of small wares such as: pots, pans and dishes;
- Operate cash register and perform other cash related duties;
- Maintain high standards of sanitation in all work and service areas;
- Rotate and store food products maximizing safety and following standards and direction;
- Performs related duties as required including duties at special meal functions.

For the complete position description please refer to the "staff login" section of the Ongwanada website (www.ongwanada.com) or contact Human Resources.

QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:

- Minimum Secondary School Graduation Diploma
- Basic principles and methods of quantity food preparation and service;
- Basic sanitation and safety procedures associated with food preparation operations;
- Working knowledge and safe operation of equipment used in food preparation and serving operations.
- Work independently with minimal supervision in a fast paced environment;
- Follow both written and verbal instructions; work accurately with money and make cash transactions;
- Incumbent must have related experience in a customer oriented food service, retail or institutional establishment within the past two years;
- Successful completion of the Kingston, Frontenac, Lennox & Addington Public Health Food Handler course will be an asset.

Please submit a **Cover Letter and Current Resume** quoting file number by the noted closing date to:

Human Resources Generalist- Human Resources
Ongwanada
191 Portsmouth Avenue
Kingston, ON K7M 8A6
Fax (613) 548-8135 Email: careers@ongwanada.com