



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:

PERMANENT CASUAL CUSTOMER SERVICE ASSISTANT

File No:	CU-19-08
Date Posted:	February 6, 2019.
Closing Date:	February 13, 2019.
Dates of Vacancy:	March 11, 2019
Hours of Work:	No Guarantee of Hours - Call in Shift basis. Shifts range from 3-6.5 hrs per shift. Hours may fall between 0700-1900 hrs Monday-Friday.
Wage:	Hourly: \$21.848- \$22.406

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.

Les candidats bilingues sont fortement encouragés à soumettre leur candidature.

Please submit a **Cover Letter and Current Resume** quoting file number by 4 pm on 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