

Women's Crisis Services of Waterloo Region

We are looking for an enthusiastic Temporary Full Time Food and Nutrition Coordinator with the drive to make a difference!

The Company: Women's Crisis Services of Waterloo Region provides emergency shelter to women and children fleeing abusive relationships. We operate 2 shelters: Anselma House in Kitchener and Haven House in Cambridge. Our facilities operate on a 24/7 basis. We believe everyone deserves to live a life free from abuse.

The Position: We are currently a Temporary Full Time Food and Nutrition Coordinator (to October 24, 2020)

Location: Anselma House in Kitchener and Haven House in Cambridge

Hours of Work: 35 hrs per week - hours to be determined (days, weekends, some evenings)

Start Date: ASAP

Pay Rate: Hourly pay rate and benefits as outlined in the CAW Local 302 Collective Agreement.

Agency Overview

Women's Crisis Services of Waterloo Region provides emergency shelter to women and children escaping abusive relationships. We operate 2 shelters: Anselma House in Kitchener and Haven House in Cambridge. Our facilities operate on a 24/7 basis. We believe every woman and child deserves to live a life free from violence.

Position Overview: To ensure the provision of meals, snacks and education that meet the nutritional needs of the women and children living in the shelter giving consideration to dietary and/or cultural needs. To provide hands on teaching of healthy food purchasing and preparation along with budget management to residents.

What we offer:

- **Dynamic** workplace culture with a strong sense of team or team based learning
- Opportunity to expand and develop your social work skills
- On site and off site professional development
- Opportunities to participate in various workshops to further develop skills and knowledge on how to better support women and children
- Leadership Development Program available for staff
- Competitive wages

General Duties include:

- Plan and prepare weekly menus that meet nutritional needs, cultural food preferences, and dietary restrictions, in consultation with the residents and staff, and utilizing *Canada's Food Guide*.
- Work in consultation with food suppliers and Residential Manager or her designate in ordering and purchasing of food supplies within budget requirements.
- Prepare balanced home cooking, including baking, addressing varying food needs and diversity.
- Attend to the vegetable/herb garden. This includes watering, weeding and harvesting as well as working with

residents in the garden.

- Prepare and freeze meals for use during the absence of the Food and Nutritional Coordinator.
- Prepare food for special events and holidays such as Christmas, Birthdays and Cultural Celebrations.
- Complete intake with each resident and ensure all their dietary and/or cultural food needs are met.
- Cooperate with public health inspector and comply with all recommendations from public health inspections.
- Ensure all food and food products are stored appropriately in cupboards, refrigerators, and freezers. Organize and maintain food storage areas.
- Clean and maintain necessary standard of cleanliness of the kitchen, including but not limited to, stoves, fridges, ovens, freezers, counters, sinks, floors, storage cupboards, and dining area – all in accordance with accepted health and safety standards.
- Research, develop and deliver individual and group programming for residents related to healthy nutrition, budgeting and food preparation.

Required Skills and Qualifications

Education Requirements

- Nutrition and Food Services Management Diploma (or equivalent), from a College or University of recognized standing, plus several years of relevant experience in a related field, in the opinion of Women's Crisis Services management.
- Food Handler's Certificate
- Training and experience in all aspects of the food industry including nutrition, budgeting, healthy menu planning, food preparation, food safety and sanitation and food storage
- Experience in the development, delivery and evaluation of food based programs

Skill Requirements

- Minimum of 2 years previous experience - planning and preparing food in an institutional, restaurant or similar setting, along with teaching healthy food preparation and budget management – preferably in a women-centered environment
- Experience preparing and cooking cultural food and for those with dietary restrictions
- Knowledge of the issues and impact of violence against women and their children.
- Ability to prepare a variety of meals reflecting cultural and food restrictive diets.
- Sound working knowledge of *Canada's Food Guide*.
- Experience in individual and group facilitation skills.
- Ability to work in a crisis residential communal living environment.
- Continuous priority setting and flexibility is required due to the lack of control over crisis situations and in meeting the needs of multiple job expectations.
- Strong organizational and time management skills along with the ability to multi-task.
- Current and informed knowledge of the needs of diverse groups of women and children, such as disability, sexual orientation, survivors of trauma, mental health issues, and addiction issues.
- Current knowledge of and skills in accessing and utilizing appropriate community resources.
- Knowledge of conflict resolution practices and negotiation techniques, as well as the ability to facilitate meetings, direct situations and implement rules and guidelines.
- Knowledge of group processes including the ability to design, plan, and research, facilitate, co-facilitate and implement groups for residents.
- Basic knowledge of criminal and family law, the *Child and Family Services Act* and related items.
- Highly developed interpersonal skills, and verbal and written communication skills.

- Proficient in the use of computer software.
- Valid driver's license, valid and sufficient insurance coverage and access to a reliable vehicle.

Please submit cover letter and resume on or before **July 31st, 2020** to:

Merle Fast
Residential Manager
10 Acorn way
Cambridge, ON N1R 8M5
[merle.fast @wcsvr.org](mailto:merle.fast@wcsvr.org)

Women's Crisis Services of Waterloo Region welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We are an equal opportunity employer.

Only those applicants selected for an interview will be contacted.