



## West Central Women's Resource Centre

### **EMPLOYMENT OPPORTUNITY: Food Security Assistant**

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighbourhood of Winnipeg. WCWRC is Women-Centered and works from empowerment, inclusion, harm reduction, multi-level and community economic development philosophies to support women experiencing poverty, homelessness, mental illness, violence, substance use or participating in sex-trade work.

**Position Summary:** The Food Security Assistant will support WCWRC's meal program by preparing a large volume of meals served to-go through our drop-in, on street outreach and/or at a day-time warming centre. They will also contribute to the maintenance of the kitchen including daily cleaning.

**Start Date:** ASAP

**Salary:** \$15

**Time requirement:** 30 hours per week **\*Flexible availability including evenings and weekends required\***

**Closing date:** November 26, 2020

#### **Responsibilities**

##### *Meal Preparation*

- Prepare healthy meals for up to 100 people a day
- Implement & maintain health and safety standards; Conduct regular cleaning of kitchen throughout the day, as well as completion of weekly, monthly, and quarterly deep-cleaning duties
- Assist with managing kitchen inventory, occasional grocery shopping and Winnipeg Harvest pickups
- Take direction from Food Security Coordinator in different food preparation and cooking methods
- Maintain positive and constructive working relationships with coworkers through teamwork, collaboration, and debriefing
- Be available with discretion, for other assigned duties as required
- Attend meetings and workshops as directed by the Food Security Coordinator

#### **Knowledge, Skills and Abilities**

##### *Essential*

- Experience with daily cooking for large numbers of people
- Experience working with volunteers from diverse backgrounds including those with low

English levels

- Ability to take initiative and improvise in the kitchen
- Strong interpersonal skills; able to work effectively with diverse individuals
- Professional and responsible with sensitive and confidential issues
- Attention to detail
- Excellent organizational and time management skills
- Valid Safe Food Handling Level 1 certification

*Preferred*

- Conflict resolution skills
- Participant focused
- Experience working within the non-profit sector
- Demonstrated ability to work within an inclusion framework
- Ability to adapt to changing priorities
- Ability to multi-task
- Existing knowledge of the issues of marginalization
- Experience working collaboratively with community organizations
- Self-motivated, able to work with minimal supervision

Please submit resume and cover letter to the attention of the Personnel Committee.

**By email: [mareike@wcwrc.ca](mailto:mareike@wcwrc.ca) Fax: 204-783-3173**

**Mail:**

**West Central Women's Resource Centre**

**640 Ellice Avenue**

**Winnipeg, MB R3G 0A7**

The West Central Women's Resource Centre is committed to representing diversity amongst our staff. Indigenous peoples, visible and ethnic minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.