**Cook, Cleaner, Shopper BTP**

Community Living Dufferin is a not-for-profit agency that provides supports and services to people with an intellectual disability in all aspects of their lives. We are embarking on supporting people with complex support needs in our new Behavioural treatment program.

**We are looking for Cook/Cleaner/Shopper on a permanent basis!**

**About the position:**

Under the supervision of the Director of Adult Services, the **Cook/Cleaner/Shopper** supports the Intense Behaviour Treatment Program Team and other Teams as required, with meal preparation for people supported, shopping for the necessary groceries, and ensuring that the location(s) are kept clean and tidy. Some of the key responsibilities include:

**MEAL PREPARATION RESPONSIBILITIES:**

* Prepare menus and meal plans for people following any dietary restrictions/limitations/needs.
* Prepare/store/serve meals and snacks ensuring correct food handling techniques.
* Participate in planning and preparing special occasion and theme meal days.
* Organize kitchen and food storage spaces and clean work areas, equipment, utensils, and dishes.
* Ensure equipment is in good working order and that the food inventory is replenished when needed.
* Remove garbage when required including on weekly collection days.

**SHOPPING:**

* Purchase groceries and other supplies as needed for meal preparation and planning within the allocated budget.
* Keep track of inventory and submit all receipts.

**CLEANING RESPONSIBLITIES:**

* Sweep, mop, shampoo, vacuum floors/carpets/rugs/furniture in residence(s).
* Wash, and dust walls, ceilings, vents, stairs, stairwells, and light fixtures.
* Wash inside and outside of windows.
* Clean and disinfect bathrooms, including sinks, toilets, showers, tubs, mirrors, etc.
* Clean and disinfect kitchen, including fridges, ovens, appliances etc.
* Clean and care for equipment used and report any need for repairs.

**JOB REQUIREMENTS:**

* Postsecondary education in Food Services.
* One year experience planning and preparing meals.
* Safe Food Handling certificate.
* Must be flexible.
* Must have a clear criminal record check with vulnerable sector screening.
* Must be able to provide satisfactory medical examination.
* Must have a valid driver’s licence and reliable vehicle.
* Must have or obtain certificate in First Aid/CPR and Safe Management.
* Must have at minimum, two COVID-19 vaccinations, subject to the employer’s duty to accommodate under applicable Human Rights legislation.

**Salary starts at $22.94 per hour.**

**Why work at Community Living Dufferin?**

Our staff take pride in the work they do making a difference in the lives of the people they support and within their community. Working at Community Living Dufferin, you will be amongst a great team of people who are dedicated to recognizing the potential in others and helping to create an inclusive environment where all are welcomed and appreciated. As one of the largest employers in Dufferin County, we employ over 200 staff, and we are growing!

**We offer:**

* Advancement opportunities
* Skill development through educational opportunities
* Full time and Part time positions
* Opportunity to be meaningful and impactful in your work.
* Competitive salary
* Matched pension contributions and group benefits or pay in lieu of benefits (*dependent on position)*

Interested applicants please submit your resume and cover letter to the Human Resources Team at **HRDepartment@cldufferin.ca**

We appreciate your interest in our organisation, only selected candidates will be contacted.

*Community Living Dufferin is committed to providing a recruitment and selection process that is inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request and will be provided in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting (519) 941-8971 ext. 152 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.*