



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## *Child Care Housekeeper/Program Assistant*

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<b>Employment Type:</b>	Casual, Bargaining Unit
<b>Work Hours:</b>	Fluctuating
<b>Salary:</b>	B1 - \$15.52/hour
<b>Application Deadline:</b>	Ongoing

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### Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81<sup>st</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### Program Overview – Child Care, Child Care & Family Services

WoodGreen serves over 700 children through seven licensed child care centres in Toronto's East End and at Pape House. Our curriculum is based on the most up-to-date practices and is designed to respond to each child's individual needs and interests. In addition to our year-round programs, we also offer summer camp program at Pape House. Committed to continual learning and excellence, we work with a variety of partners to deliver our many services for children and families.

### What You Will Do

- Assist in supervision of children as assigned.
- Ensure the safety, health and well-being of the children under care.
- Ensure that child care areas are disinfected on a regular basis.
- Ensure that kitchen areas are disinfected on a regular basis.
- Responsible for wiping tables and chairs before meals/snacks, setting tables, clearing and disinfecting tables following meals/snacks, and assisting in the serving of meals and snacks.
- Responsible for doing laundry according to schedule.
- Responsible for doing dishes according to schedule.
- Responsible for disinfecting toys according to schedule.
- Responsible for preparing/handling food in a hygienic manner and for ensuring that all food is kept at appropriate temperatures until it is served.
- Responsible for the upkeep of equipment and furnishings, for informing the Manager when replenishment is necessary, and for assessing equipment needs and making recommendations regarding purchases.
- Responsible for keeping track of kitchen/laundry supplies and for informing Manager when replenishment is necessary.

### What You Bring to the Team

- High school diploma.
- Valid Food Handlers Certificate required
- Valid Standard First Aid/CPR-C
- Legally eligible to work in Canada
- Must have regular availability to work

### What Will Set You Apart

- Knowledge of Canada Food Guide.
- Additional training in early childhood is considered an asset.
- Experience in food services preferred.
- Experience working with children in licensed child care work and activities preferred.
- Ability to assist in supervision of children aged 0 to 12 as assigned.
- Ability to maintain a safe and healthy environment for children by ensuring that child care and food service areas are well-maintained, clean and disinfected at all times.
- Ability to follow a schedule, prioritize tasks, and meet deadlines.
- Ability to ensure the upkeep and ongoing availability of equipment, furnishing and supplies required for the operation of the kitchen.
- Ability to work in cooperation with other staff to maintain high standards of operation.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	childcarejobs@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***