

**Apply By:** Monday, May 11, 2020 11:59 pm EDT

## **\*IMMEDIATE STAFFING NEED\* FOOD SERVICES HELPER (ON-CALL CONTRACTS)**

**Organization:** Ministry of the Solicitor General

**Division:** Institutional Services

**City:** Any City

**Job Term:** Temporary (on-call contract, 5.5 months)

**Job Code:** C50230 - Helper Food Service (COR)

**Salary:**

\$21.57 - \$23.19 Per Hour\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

**Apply Online**

**View Job Description**

**Posting Status:** Open

**Job ID:** 149785

Do you have experience within a large volume food services operation? If so, the Ministry of the Solicitor General wants you to join one of our adult correctional facilities across Ontario to prepare, cook, and assemble standard and special diet meals in a cook-chill/retherm operation.

We are currently seeking to fill short term on-call contracts of 5.5 months in duration. If you are interested and demonstrate the qualifications outlined below, please submit your application by clicking on the "Apply Online" at the bottom of these webpage. In your application, please specify the city (or cities) you are interested to work in.

On-Call Food Services Officer contracts may be available in the following cities: Etobicoke, Milton, Maidstone, Brockville, Ottawa, Lindsay, Penetanguishene.

Please note:

- These positions are on-call working 0 to 40 hours per week, and may include weekends and statutory holidays, based on operational requirements and with no minimum guaranteed number of hours per week
- Position will require you to supervise and provide direction to inmate helpers

### **What can I expect to do in this role?**

- Assist staff with the rethermalization for meal services set-up and delivery
- Maintain proper sanitary conditions in the kitchen
- Follow guidelines of Hazard Analysis Critical Control Point Program in the receipt, preparation, storage, assembly and distribution of food items
- Supervise and instruct offender helpers including writing reports
- Ensure the safety and security of staff and inmate helpers
- Perform receiving duties as required
- Supervise and ensure cleanliness of ware washing area
- Other duties as assigned

### **How do I qualify?**

#### **Mandatory**

- You have a valid Food Handler Certificate (either currently OR previously certified and can obtain re-certification upon hire)
- You possess current First Aid and Heartsaver Certificates (or the ability to obtain upon hire)

#### **Food Services Experience and Skills**

- You have experience with large volume cooking as well as cook-chill/retherm safety principles
- You have experience preparing various diets (i.e. lifestyle, medical, religious)
- You are knowledgeable in food safety practices as well as health and safety regulations
- You can understand and follow corporate policies and protocols
- You have communication and teamwork skills
- You have problem-solving skills

### **Additional Information:**

#### **Adresse:**

☒ Temporary - Irregular On-Call, duration up to 5.5 months, Any City, Anywhere in Ontario, Vulnerable Sector Check, Credit History Check, Local Police Databases Search, PIP/NICHE/RMS

**Compensation Group:** Ontario Public Service Employees Union

**Schedule:** 4-7

**Category:** Corrections and Enforcement

**Posted on:** Wednesday, April 15, 2020

#### **Note:**

☒ The number of positions to be filled has not been identified at this time. This posting will be used to create an list of qualified candidates to fill upcoming short-term contract opportunities.

☒ In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSDD) to evaluate the results. If

applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

### **How to apply:**

1. You must **apply online**.
  2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
  3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
  4. Read the **job description** to make sure you understand this job.
  5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
  6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.
- Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Monday, May 11, 2020 11:59 pm EDT**. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en**

**anglais seulement, tant dans la version française que dans la version anglaise du site.**

**The Ontario Public Service is an inclusive employer.**

**Accommodation is available under the [Ontario Human Rights Code](#).**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is