



[Houselink and Mainstay Community Housing](#) is Toronto's largest non-profit supportive housing provider. Our organization is the result of a recent amalgamation between the former [Houselink Community Homes](#) and [Mainstay Housing](#).

As a joined organization, we currently manage nearly 60 residential locations and more than 1,100 units across the City of Toronto, serving individuals with complex mental illness and addictions. We work closely with sector partners to deliver programs and advocate for solutions that will address homelessness.

Our work is rooted in the understanding that housing is a human right and plays a vital role in health and wellbeing. We are proud to lead the affordable housing sector in building strong, inclusive communities where everyone has the opportunity to thrive.

Houselink and Mainstay Community Housing is a leader in the field of supportive housing and recovery for people living with Mental Health.

## **Community Worker, Food Access and Supportive Employment Permanent Full-time position (35 hours per week) Internal / External posting**

### **Duties and Responsibilities:**

- Coordinating and overseeing community kitchens
- Training and supervising participant cooks
- Facilitating and supporting participant involvement and learning about cooking and healthy eating

### **Qualifications and Experience:**

The position requires an individual who has:

- Training and/or experience in operating community-based food programs
- Knowledge of food handling and safety
- Demonstrated ability to cook healthy, tasty and easy-to-prepare food in a professional setting.
- Strong communication skills
- Experience in working with people with mental health and addiction issues
- Strong commitment to anti-oppression and working within a mental health recovery framework
- Knowledge, understanding and experience to support people in their employment through a supportive employment framework
- Strong leadership and group facilitation skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Strong computer skills, including knowledge of Microsoft Office, as well as electronic record keeping systems.

This position is in Salary Grade 6, Step 1 – hourly rate of \$23.03. This is a SEIU bargaining unit position and is governed by the terms of the Collective Agreement. Please note that this position works outside of regular office hours and on a flexible schedule.

If you are interested in applying for this position and meet the requirements set out above, please send a cover letter and a current resume, Quoting File # 2021-Oct-KF-444 by **Friday, October 8<sup>th</sup>, 2021** by 5:00 p.m. to:

**Houselink & Mainstay Community Housing,  
Hiring Committee,  
805 Bloor Street West,  
Toronto, ON M6G 1L8p  
Or email to [humanresources@hlms.ca](mailto:humanresources@hlms.ca)**

**No phone calls please. Only those selected for an interview will be contacted.**

HLMS has an equity hiring policy, is committed providing an inclusive selection process. Applications are encouraged from people with lived experience of mental health challenges and other equity seeking groups. HLMS will provide accommodation, upon request, to ensure a fair and equitable process.

HLMS has a mandatory vaccination policy. All applicants selected for an interview will be required to provide proof they fully vaccinated or have a medical exemption.

***Job offers are contingent upon the successful completion of a Criminal Records Check. Houselink is committed to the hiring of staff with lived experience with mental health challenges. Therefore, the information obtained from the criminal records check will be used only for determining whether the applicant represents any potential harm to our service participants.***

## **Community Worker – Food Access & Supportive Employment**

### **Job Description**

**Incumbent:**

**Date:** May 2014

**Reports to:** Food Program Supervisor

#### **General Responsibilities**

The Community Kitchen Facilitator is responsible for overseeing the Community Kitchen programming and collaborative meal preparation. Drawing on knowledge of quantity food preparation, the health impacts of nutrition, and knowledge of food security issues for marginalized people and people with mental health concerns, the facilitator is responsible for creating a safe and welcoming environment with the aim of reducing isolation and promoting health.

The facilitator provides and life skills coaching to member-cooks and member-participants where it relates specifically to food/nutrition skills and knowledge. The Community Kitchen Facilitator ensures food safety and hygiene standards are met while facilitating member participation in food preparation and social interaction. The Facilitator works within assigned daily and weekly budgets and carries out related administrative and financial tasks.

## **Nature and Scope**

The Community Kitchen Facilitator reports to the Food Program Supervisor. The facilitator must be able to multi task while managing their own stress and that of others in a fast paced environment. The incumbent must be able to work outside of regular office hours on occasion. The position is part of the bargaining unit.

## **Skill Knowledge Ability Required**

The position requires an individual who:

- has training and/or experience in operating community-based food programs
- has knowledge of food handling and safety and a demonstrated ability to cook healthy, tasty and easy-to-prepare food in a professional setting.
- has strong communication skills and experience in working with people with mental health and addiction issues
- commitment to anti-oppression and working within a mental health recovery framework
- understands and demonstrates the ability to support people in their employment through a supportive employment framework
- has strong leadership and group facilitation skills
- has strong organizational and time management skills;
- is able to work independently and as part of a team;
- has good computer skills, including knowledge of Microsoft Office, as well as electronic record keeping systems, and database management.

## **Specific Accountabilities**

### Community Kitchen / Food Program Facilitation

1. Coordinate multiple community kitchen programs each week in assigned Houselink building(s) to provide members with an opportunity to engage in the making of nutritious and economical meals that adhere to Canada's Food Guide.
2. In collaboration with members-cooks, plan menus and ensure purchase, delivery, proper handling and storage of food and other supplies as needed in assigned kitchens.
3. Encourage menu planning and food preparation that respects a wide range of cultural traditions and, when possible, reflects the dietary preferences of participant-members.
4. Prepare appropriate meals for special occasions and events when possible and as approved, eg. to celebrate a holiday.
5. Involve, motivate and engage member participants in all aspects of the food program
6. Facilitate informal learning about affordable food procurement and preparation, nutrition, and safe food handling practices
7. Provide food preparation and group facilitation support to member-participants and member-cooks during the community kitchen, resolving conflicts and referring significant issues to relevant staff.
8. Liaise with other staff to ensure smooth functioning of the program and occasionally attend building and team meetings if required
9. Assist individual members to learn cooking skills that foster a positive attitude towards healthy eating and maintaining good food practices at home
10. Coordinate special events and outreach for workshops around food-related skills.
11. Support member-participants in meeting their financial obligations to the food program by maintaining records of meals taken, moneys paid and owed, and following up on arrears
12. Provide information and referral to other food-security programs and resources in the community to both staff and members

### Quality and Safety Assurance

13. Maintain health and safety standards in kitchens in accordance with Public Health requirements.
14. Ensure kitchens and equipment are clean and in safe working order and that standard fire safety practices are followed
15. Ensure and enforce safety, cleanliness and hygiene standards are maintained by staff and members during food preparation and service at each community kitchen event.

Work with Program Participants

- 16. Participate with Food Program Supervisor in hiring, scheduling, and evaluation of members who work as cooks, kitchen cleaners, relief staff, and special project staff.
- 17. Support member-cooks to create and to meet personal goals around food or employment skills.
- 18. Oversee work of member cooks and provide direction during programming to ensure that health and safety standards are met; that group dynamics are positive and productive.
- 19. Support member-cooks when catering for Houselink functions and special events.
- 20. Prepare weekly wage requisitions for member cooks for approval by the Food Program Supervisor
- 21. Participate in regular Community Kitchen Cooks meetings and Program Staff team meetings.

Administrative and Financial

- 22. Maintain inventory of kitchen equipment and food supplies using designated budgets.
- 23. Carry out administrative tasks related to the program, including requisitioning cheques and petty cash, acquiring and using taxi chits, tokens, and tracking members' financial contributions. Submit these items to accounting and maintain communication with that department in order to resolve any issues that arise.
- 24. Maintain consistent and reliable reporting about program activity using qualitative and quantitative data points and by writing regular activity reports.
- 25. Prepare and submit time sheets by the required dates.
- 26. Prepare and submit travel and expense sheets on a quarterly basis.
- 27. Communicate with the other Community Kitchen Facilitator to ensure that overlapping administrative and financial concerns are addressed.

Organizational

- 28. Be knowledgeable about and act within relevant legislation including the Occupational Health and Safety Act, the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Residential Tenancies Act (RTA), Mental Health Act, the Child and Family Services Act, Personal Health Information Protection Act (PHIPA), Housing Services Act, and Ontario Fire and Building Codes.
- 29. Participate in and represent the organization at external committees and forums as assigned.
- 30. Participate in internal committees and/or activities relating to the organization (e.g. bi-monthly joint staff meetings, Houselink's Annual General Meeting, appropriate social recreational events, etc.).
- 31. Work as a member of a team with the other food program staff to ensure that the program operates efficiently and effectively, and to ensure that other staff's responsibilities are completed when they are away.
- 32. Keep the Food Program Supervisor/Program Manager informed and up to date on relevant program issues.
- 33. Perform other duties as assigned by the Food Program Supervisor, the Program Manager, and the Director of Member Services and Partnerships.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_