

BLUE DOOR

Title: Support Services Worker (Durham)

Job Status: Full Time 40 hours

Job Region: All Blue Door Locations (Durham)

Equipment: Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance, Basic Repair Tools, Kitchen Aids

Salary: \$19.83/hr

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Support Services Manager, the Support Services Worker will provide essential services support in this multi-functional role. The Support Services Worker will uphold Public Health standards of cleanliness and provide food preparation services.

Responsibilities

- Ensure adequate food supplies are available in the kitchens in preparation of meals.
- Pick up and deliver supplies, materials, and documents including mail and donations as required.
- Prepare daily meals for up all programs.
- In coordination with Support Service Manager, develop and post weekly menu listing.
- Assists in the monitoring and repairing of the facilities and advises Support Services Manager of maintenance needs.
- Regular cleaning of facilities within Public Health guidelines and standards.
- Maintain facility sanitation including but not limited to bodily fluids, spills and any other health and safety hazards using personal protective equipment (PPE) as necessary.
- Light maintenance duties as required, i.e. light bulbs and minor repairs as required.
- Cleaning rooms and public areas as required.
- Monitor food inventory and ensure there is an adequate and appropriate supply of nutritious food options.
- Plan and participate in volunteer activities.
- Supports with the preparation of agency wide events as it relates to food and facilities.
- Working collaboratively with all program staff to ensure adequate food supplies are available and utilized appropriately.
- Ensure receipt and compliance of dietary needs summary sheets as client needs arise and change within operational limits.
- Organize and maintain donation and food storage according to proper
- food handling procedures.
- Oversee food deliveries and ensure proper storage.
- Ensures all relevant record keeping is up-to-date and submitted as required.
- Regularly communicates with program staff to assist in providing client support.
- Ensures regular vehicle maintenance.

- Miscellaneous errands and other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- WHMIS training.
- High school diploma or equivalent.
- Safe Food Handlers Certificate.
- Two – three years of relevant experience.
- Experience working with vulnerable populations preferred.
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to work independently and as an effective team member.
- Understanding and delivery of anti-oppressive practices.
- Ability to deal effectively with conflict and crisis.
- Operate with a flexible work schedule.
- CPI, CPR and Vulnerable Sector Screening Clearance (Police Check).
- Reliable vehicle, valid driving license and insurance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume at hr@bluedoor.ca