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**Position Title: Meals on Wheels (MOW) Assistant – Part Time / Contract**

**Program Area:** Seniors and Assisted Living Programs

**Bargaining Unit** CUPE LOCAL 5218

**Location:** 74 Firvalley Court, Scarborough, ON

**Warden Woods Community Centre**

Warden Woods is non profit charitable organization that has been in operation for over 50 years, with a mission to build caring, compassionate, just, and interdependent communities in southwest Scarborough. We envision our agency to be a place where everyone belongs, everybody is somebody, everybody is challenged to be a part of the solution, we grow and help one another grow, consultation and communication are norms, not exceptions, together we can build and share in a better tomorrow.

We currently serve Children and Youth, Families, adults, and Seniors. Warden Woods offers early years and daycare programs, youth drop-ins, meal programs and shelter services, seniors supports and more to meet the needs and interests of our diverse community.

**Position Summary**

Reporting to Manager of Community Development & Food Security, the Meals on Wheels/Congregate Dining (MOW/CD) Assistant is responsible for ensuring that the program contributes to improved quality of life for Seniors and other participating community members.

**Job Responsibilities**

- Assist with the planning and smooth execution of Meals On Wheels (MOW)/Congregate Dining (CD) Programs
- Support the coordination of meals on wheels transportation, including compilation of route sheets and coordination of drivers' schedules.
- Order food for the MOW/CD / Adult Day Programs
- Collect payments for the programs
- Daily data entry of meals on wheels program activities
- Assist in processing billing and submit monthly statistical records in the MOW program
- Reach out to the new/registered clients to process meal orders and respond to client queries and concerns in a calm and helpful manner
- Assist in client intake, assessment, and subsidy applications for clients
- Actively support client outreach initiatives
- Support, direct and monitor volunteers in the Meals and Wheels program
- Provide coverage in the absence of the MOW Coordinator
- Assist in preparing /serving foods in other Centre food programs, as needed
- Participate and support organizational activities as part of the WWCC staff team

## Required Skills and Experience

- 2-3 years of demonstrated experience in food and nutrition program administration or facilitation, community food programs, community service programs, or related service administration experience
- Experience working with Seniors and other community members who benefit from community services
- Proficient in oral and written English, languages other than English will be considered an asset
- Strong computer skills in MS Office Suite
- Experience with client management systems or databases and data entry
- Demonstrated ability to contribute to a community-based workplace, within an inclusive and client-centered framework
- Demonstrated ability to build and sustain effective working relationships with co-workers and volunteers
- Availability to work evenings and weekends as required by program activities and community needs
- Preferably, specialized training or experience related to food preparation, menu planning, knowledge of special diets, catering etc.
- Valid driver's license, preferred
- Must be legally entitled to work in Canada

## Salary and Hours of Work:

- \$19.30 per hour
- Mon – Friday / flexibility to work some evenings and weekends
- 21 Hours per week

## Application

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

This is a bargaining unit position-CUPE 5218

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required prior to commencing employment.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please send resume and cover letter via e-mail only to: [careers@wardenwoods.com](mailto:careers@wardenwoods.com) with the subject heading: '**Meals on Wheels Assistant**' in the subject line, **no later than December 2, 2022**.

While we thank all who apply, only those selected for interviews will be contacted.