



# JOB POSTING

<b>Job Title:</b>	<b>Food Program Facilitator</b>
<b>Department:</b>	<b>Day Services</b>
<b>Duration:</b>	<b>Permanent Full-Time (75 hours bi-weekly)</b>
<b>Salary:</b>	<b>\$24.31 - \$28.97 per hour</b>
<b>Job Posting #:</b>	<b>20250306FPF</b>

Community Connections Inc. is a non-profit organization that provides a range of employment, residential, and support services to adult persons with disabilities. The purpose of the organization is to work with persons with disabilities and their families; to assist individuals to develop to their full potential; to support them to access and use community resources; and to empower them to contribute and participate in a meaningful way within their community. Our employees are critical to the work of the organization, and their first responsibility is to develop meaningful relationships with the clients in their care.

The **Food Program Facilitator** will be responsible for preparing nutritious and appealing meals for our clients, while ensuring dietary needs and preferences are met. They will play a crucial role in promoting the health and well-being of adults with disabilities through thoughtful meal planning and preparation for clientele in both our Day Programming and Residential Services. As well as educating clientele and supporting staff on proper nutrition and kitchen safety. The Food Program Facilitator will play a key role in managing and overseeing a social enterprise that provides meaningful employment opportunities for clients. This position involves ensuring the program's success by coordinating operations, supporting participants, and fostering a positive and inclusive work environment.

## RESPONSIBILITIES AND DUTIES INCLUDE:

- Promote and maintain the vision, mission and policies of Community Connections Inc. and the people it supports. A genuine interest in and commitment to improving the quality of life for adults with disabilities is expected.
- Manage, grow, and oversee a social enterprise that provides meaningful employment opportunities for clients, ensuring its success and sustainability.
- Prepare and cook meals according to established recipes, menus, and accommodate special dietary requirements and food allergies
- Assist in the development of menus that are nutritious, varied, and sensitive to the dietary needs and preferences of adults with disabilities.
- Ensure all food is prepared, stored, and served in compliance with health and safety regulations.
- Maintain a clean and organized kitchen environment, including regular cleaning of cooking equipment, utensils, and surfaces.
- Monitor and manage kitchen inventory, including ordering and receiving supplies and ingredients.
- Interact positively with clients, staff, and other stakeholders, demonstrating a commitment to their well-being and satisfaction.
- Maintain accurate records of food preparation, inventory, and other relevant activities.
- Manage petty cash, grocery monies, and following a budget.
- Participate in Joint Occupational Health and Safety meetings.

## QUALIFICATIONS:

- High school diploma or equivalent required. Culinary training or certification is preferred.
- Must have Food Safety Certification.
- Proven experience as a cook, preferably in a similar setting working with adults with disabilities or in a healthcare environment.
- Experience with social enterprise models and/or employment programs would be considered an asset, especially for those with a business mindset, entrepreneurial spirit, or hands-on experience in starting or running a small business.
- Strong understanding of food safety, sanitation, and nutritional guidelines.
- Excellent cooking skills with the ability to prepare a wide variety of meals for large groups.
- Strong organizational and time management skills.
- Effective communication skills and the ability to work well within a team, under pressure and on-going change.
- Ability to work independently and under minimal supervision.
- A clear Criminal Record Check – Vulnerable and a clear Driver's Abstract.
- Valid CPR and First Aid Certificates (must be maintained during employment).
- Valid driver's license and access to a personal vehicle during working hours (must be maintained during employment).

Community Connections Inc. offers competitive salaries, a significant pension plan, group insurance, and a rewarding work environment to its employees. To explore this career opportunity with Community Connections Inc., please submit your cover letter and resume by email to [hr@ccpei.ca](mailto:hr@ccpei.ca) or in person at 701 Water Street West, Summerside.

**Deadline to apply: March 20<sup>th</sup>, 2025**