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Relief Food and Nutrition Worker

June 25, 2026

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 39-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

In our commitment to social change through learning, collaboration, and advocacy, and guided by our values of self-determination, anti-racism and anti-oppression, The Redwood provides services inclusive to all women and their children, trans, and gender-diverse individuals who are disproportionately impacted by gender-based violence.

The Redwood first opened its doors in 1993, thanks to a group of local volunteers, friends, and neighbours in the Parkdale-High Park neighbourhood who worked tirelessly to bring the organization to life. The Redwood is only able to provide many of our core services to survivors, thanks to our generous community of donors.

Job Summary

The Relief Food and Nutrition Worker is responsible for providing healthy, nutritious meals to women and families in the shelter. Under the general supervision of the Associate Manager, Child & Youth and Food Services, this role involves meal planning, food preparation, maintaining safety and hygiene standards, and supporting the overall food service operation.

Duties and Responsibilities

A) Food Planning

- Prepare and ensure the quality, quantity, and nutritional adequacy of all lunches, dinners, and snacks in accordance with approved menu plans and resident needs.
- Prepare meal plans on a weekly basis, as assigned.
- Collaborate with Resident Services Manager and Residents to best meet meal and/or dietary requirements (e.g., allergies, medical, religious, and cultural), as assigned.
- Develop bi-weekly, trauma-informed menus that meet nutritional, cultural, and dietary needs.
- Monitor food inventory, rotate stock using FIFO principles, report shortages, and assist with food ordering as required.

B) Food Preparations

- Prepare and ensure the quality and quantity of all lunches, dinners and snacks precisely match the menu plan.
- Ensure compliance of hygiene and safety standards of the City of Toronto in food preparation and food storing processes. This includes labelling, storage, and disposal of food supplies.
- Plan and prepare aesthetically pleasing meals presentation to create a positive mealtime experience.
- Occasionally, plan and prepare meals for in-house events (i.e board meeting etc).
- Prepare and deliver weekly outdoor buffet-style barbeques for residents during the summer months, as required.

C) Food Services Maintenance

- Ensure the cleanliness and compliance to safety and hygiene standards in the kitchen and food storage areas.
- Remove leftovers from all food service areas and maintain the cleanliness of the garbage containers.
- Ensure all cleaning and household supplies are labelled and stored appropriately in sealed containers.
- Ensure cleanliness of all food-services-related laundry.
- Apply safe food handling practices at all times, including allergen awareness and prevention of cross-contamination.

D) Other Responsibilities

- Help volunteers and other relevant personnels follow food service guidelines.
- Maintain positive interactions with vendors, food donation organization (i.e., Second Harvest), and residents.
- Consult with and obtain direction from the immediate supervisor prior to taking action in non-routine and exceptional situations.
- Work collaboratively with shelter staff, relief staff, and volunteers to ensure consistent food service delivery.

General

- Adhere to all policies, procedures, routines, and requirements of The Redwood.
- Abide to The Redwood's Code of Conduct and HR/Workplace Policies.
- Contribute to team building activities at The Redwood by participating in meetings and other information sharing activities within the department or organization.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning, and change.
- Able and willing to work from a feminist and trauma-informed approach.
- Maintain confidentiality of all The Redwood's clients and organizational information.
- Demonstrate excellent judgement, independently, and fast-paced environment.

- Adhere to Occupational Health and Safety, WHMIS, and agency emergency procedures while performing all duties.

The Successful Candidate Will Possess The Following Qualifications

- A high school diploma or equivalent.
- A valid Food Handler Certification recognized by Toronto Public Health.
- Certification of health and safety standards and guidelines in food and beverage industry, acknowledged by the City of Toronto.
- One (1) year experience of working in Food and Beverage Industry, particularly in food production in communal setting.
- Experience in Violence Against Women (VAW) shelter environment, using a trauma-informed and anti-oppressive approach in Food Services.
- Experience working in a congregate living or social service environment is considered an asset.
- Demonstrate communication, team building, time management, and analytical skills.
- A valid Standard First Aid/CPR certification.
- A valid Vulnerable Sector Check.

Working Conditions

- Work in a kitchen environment with appliances and utensils (i.e hot burners, fryers, grillers, open flame, and knives).
- This job may demand long working hours in a fast-paced environment to prepare complete daily meals for shelter's residents.
- Interacts with residents, family members, staff, and visitors.
- Lift and carry bulky food supplies or utensils or tools during supply purchase and food presentation activities.
- Stand for long periods.

Reports to: Associate Manager, Child & Youth and Food Services

Position Start Date: As Soon As Possible

Closing Date: July 24, 2026

Employment Type: Permanent position to fill an existing vacancy.

Schedule: Weekends and occasional shifts to provide coverage for the full-time Nutrition and Food Worker (11am to 7pm) or 10am to 6pm on delivery days, usually Thursday.

Compensation: \$25.95 per hour + 4% vacation

Resume and Cover letter to: recruitment@theredwood.com

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, LGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodation during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodation required.

The Redwood does not use AI in the selection and recruitment process to screen, assess, and/or select candidates. We are committed to a transparent and equitable hiring process.

Please note that as a congregate living setting, The Redwood Shelter requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status will be required to be considered for the position.

We thank everyone for their interest in this position; however, only candidates invited to an interview will be contacted. As submissions are reviewed frequently, early submission is encouraged.