



ESPOIR NOUVEAU Centre pour personnes âgées

NEW HOPE Senior Citizens' Centre

FONDÉ EN 1979

FOUNDED IN 1979

Personnel/Staff

Gerry Lafferty
BA en Psychologie
BA Psychology
Directeur/Director

Jennifer Wong, B.S.W.
Coordinatrice des popotes
Roulantes
Meals on Wheels
Coordinator

Amel Tessier
Assistante administrative

Sarah Dean
Entretien à la cuisine

LuMing Fang
Aide cuisinière

Conseil d'administration/ Board of Directors

Exécutif/Executive
Dave McKenzie, President
Andrew Sarrasin, Vice-
President
Nevila Vejuka, Trésorière/
Sarah Mudrosky, Secrétaire

Membres du conseil/ Board Members

Stephanie Dupont
Elizabeth Macdonnell
Linda Bernier
Naomi Kogan
Andrea Pukteris
Cliff Rodgers

Programmes et Services/ Programs and Services

Tai Chi
Yoga sur chaise Community
Luncheons
Peinture niveau 1&II
Dessin
Vie active
Courte pointe
Conférences
Groupe de discussion
Bingo
Artisanat

Services

Popote roulante
Repas communautaires
Autobus
Transport
Épicerie en groupe
Bénévolat

New Hope is presently looking to fill a 7-month contract, with possibility of fulltime employment. The candidate must be eligible for the Subvention Salariale programme of Emploi Québec and a letter of attestation of admissibility to the program is require.

Position: Food Service Coordinator – New Hope

Posting: Full-time (5 days – 35 hours) 8 a.m. to 3:30 p.m.

Required Education: Cegép or University studies, with pertinent experience.

Work location : Montréal, Notre-Dame de-Grace borough

Salary: 15\$-17\$/hr depending on experience

Deadline for application: July 31st, 2017

Start date: Immediate

Interviews will be held in the week of August 7th.

The New Hope Senior Citizens' Centre is a non-profit, charitable organization which provides a friendly, welcoming environment for members of the community aged 65 years and over. It offers assistance through a variety of social, recreational and educational activities, programs and services encouraging seniors to remain active participants in their community. New Hope works toward breaking isolation by offering a range of social and recreational activities and programs with the main focus being on food services. The center is open five days a week; Community lunches bring seniors into the center three days a week and If seniors are not able to attend New Hope the center delivers Meals on Wheels three days a week.

Principal responsibilities:

As Food service coordinator you will be responsible for overseeing the effective administration and functioning of the Food Services program. This includes but is not limited to: overseeing the regularly scheduled delivery of Food Services, the recruitment, training, scheduling and supervision of volunteers, support to all kitchen staff and volunteers, the management of the Meals on Wheels and in-house lunch program including taking referrals, billing and collection, managing routes and the visibility of the program as well as all other assigned tasks.

Required skills/experience:

The ideal candidate is bilingual, has strong computer skills and is knowledgeable with Salesforce software or another similar software, has excellent communication and people skills. In addition, you are organized, you have experience with administrative duties, you work well on your own and within a team, you are detail and solution oriented and have strong planning and time management skills. Knowledge of the NDG community sector and the needs of seniors is an asset.

Interested candidates should send their CV with cover letter and letter of attestation of enrollment in the Programme de Subvention Salariale to: glafferty@videotron.ca.

We thank-you for your interest in working with New Hope, however, will respond only to those candidates whose application we retain.

