



Career Opportunity

Job Title:	Kitchen Support Cook (PT)
Reports to:	Operations Manager
Hours/Week:	14 to 21 hours a week
Issued:	2021/12/06
Revised:	2025/08/25

Rate of Pay: \$17.68 to \$19.78 per hour

Job Summary

Cooperating with and under the direct supervision of the Operation Manager assists the Operation Manager with:

- Assist the supervisor with the daily operations of the soup kitchen.
- Prepare & cook daily hot meals & work with volunteers on preparation for the following day.
- Occasionally provide support at the main door during the serving period ensuring that clients meet parameters set out in Patron Code of Conduct.
- Work with the supervisor to manage any problems or issues that arise during the day and document any incidents of concern.
- Manage and document food donations that arrive during the day to ensure that items are properly stored.
- Assist with cleaning up and closing after the serving period has ended.
- Perform other related duties as may be required.

Knowledge & Skills Required

- Strong verbal and communications skills.
- Knowledge of proper food preparation methods, techniques & safe practices.
- Understanding of how to use basic kitchen equipment safely.
- Excellent interpersonal skills & ability to work in a team environment.
- Self-motivated, able to take initiative.
- Ability to set priorities and manage work with a minimum of supervision.
- First Aid and situational awareness training would be an asset.
- Food Handlers Certificate.

Education & Work Experience

- Post-secondary school graduates with a degree or diploma in the food service or nutrition field or equivalent experience in the food service industry.
- Experience in management and front-line supervisory capacity.
- Experience working as a volunteer or with volunteers in a non-profit environment.

Special Requirements

- Due to the sensitive nature of information that staff may be exposed to; this candidate must be able to maintain confidentiality.