

## Kitchen Volunteer Job Description

<b>Assignment</b>	Provide assistance in the kitchen during: <b>Mon-Fri</b> 10:00am-2:00pm 4:00-7:00pm <b>Sat-Sun</b> 8:00am-11:00am 4:00pm-7:00pm
<b>Primary Duties</b>	<ul style="list-style-type: none"> <li>• Help stock shelves</li> <li>• Help with meal prep</li> <li>• Load and unload dishwasher</li> <li>• Take out kitchen and dining room garbage</li> <li>• Disinfect kitchen and dining room counter tops and tables</li> <li>• Sweep and mop dining room floors</li> <li>• Help serve during meal time</li> <li>• Provide a respectful and welcoming environment for families</li> </ul>
<b>Qualifications</b>	<p>Basic English skills are necessary; proficiency in other languages may be helpful.</p> <p>Volunteers must be 18 years of age or older.          Food Handler’s certification an asset.</p>
<b>Screening</b>	Vulnerable Sector Screening Police Check, volunteer application and two references.
<b>Time Commitment</b>	Must be willing to commit to at least once a week in the kitchen. Commitment to program for 4 months or longer.
<b>Orientation and Training</b>	Attend the mandatory volunteer orientation. Review, sign, and adhere to CRWC policies—please ask for clarification where needed.
<b>Working Conditions</b>	CRWC buildings are downtown Toronto, at Christie and Bloor. Accessible by transit, a 3 minute walk from Christie Station. Must be able to work in a commercial kitchen.

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<b>Benefits</b>	<p>Opportunity to improve skills and build your resume in food service.</p> <p>Letters of reference provided for volunteers after successfully completing 4 months. Invitation to CRWC anniversary celebrations, and/or annual events.</p> <p>All volunteers are welcome to enjoy complimentary coffee/tea and free parking.</p>
<b>Supervision and Feedback</b>	<p>The volunteers are under direct supervision of kitchen staff. The Kitchen Manager will provide liaison support between volunteers and kitchen staff, but will not be present during program hours.</p> <p>Feedback is ongoing between volunteers, the kitchen supervisor, and the Kitchen Manager. Check-in meetings (in person or by telephone) are scheduled as needed between volunteers and the Kitchen Manager.</p>