



**KITCHEN HELPER – SUMMER STUDENT**  
**Temporary Contract (estimated 12 weeks)**  
**Estimated Start Date: June 7, 2021**  
**30 hours per week, \$15.09 per hour**  
**(Monday – Friday)**

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

If you are a budding chef or cook and looking for a challenging opportunity to build your portfolio, we want to hear from you!

**Responsibilities**

- Practice food safety by storing food according to food handling safety regulations
- Prepare food to be cooked by washing peeling and cutting as needed
- Prepare, portion and package desserts and salads
- Package frozen meals under the direction of the Chef/Kitchen Manager and/or Chef
- Work as part of a team with kitchen staff and volunteers to assemble and organize meals
- Assist with assembling meals, ensuring all necessary items are included (meal order, route sheets, meal bags, carrier bags, etc.) and that meal packages are organized according to delivery schedule
- Ensure the safe and proper use of kitchen equipment in food production
- Ensure cleanliness of the kitchen area is upheld to the highest standard at all times, especially during food production. This includes cleaning up food spills immediately and cleaning all surfaces, tools, equipment and appliances on a daily basis (or as per schedule/direction during Covid-19)
- Assist Manager, Meal Services with daily tasks in organizing meal delivery
- Cut and label paper bags for meal assembly
- Deliver Meals on Wheels when required
- End of day clean up including sweeping, mopping, washing dishes and cleaning equipment
- Assist with preparation of various dishes and desserts and the assembly of meals
- Assists with other meal duties including helping with clean up (e.g. washing dishes), labelling bags, washing meal bags, organizing route kits, hot packs and tags, etc.

## Requested Skills/Qualifications

- This job is *funded through **Canada Summer Jobs 2021***, and to be eligible applicants must:
  - Be between 15 and 30 years of age at the start of employment
  - Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred
  - Be legally entitled to work in Canada
- Valid Driver's License and daily access to a safe, licensed and reliable vehicle for business-related travel
- Satisfactory police records check for the vulnerable sector
- Excellent multi-tasking and organizational skills
- Excellent attention to detail
- Experience with older adults, volunteers and/or persons with disabilities an asset
- Ability to communicate in language other than English an asset

## Application Information

Please submit resume and cover letter to our posting on Indeed, clearly identifying the unique attributes you bring to the position by **May 14, 2021**.

Persons from equity-seeking groups are encouraged to apply. We are happy to accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility with Ontarians with Disabilities Act (AODA) in all parts of the hiring process.

No phone calls or emails please. Only those candidates selected for an interview will be contacted.

**IMPORTANT:** Please note that some of the above functions and responsibilities may be reduced and/or performed in a different capacity during the pandemic. Regular business activities will resume when it is safe to do so.

Check out [communitysupportconnections.org](http://communitysupportconnections.org) to learn more about our programs and services! You can also find us on Facebook, Twitter and LinkedIn!

COVID-19 considerations:

Community Support Connections has a comprehensive COVID-19 Policy and Safety Plan; all appropriate precautions will be taken during the recruitment process and upon hire.