

Food Skills Program Assistant

Canada Summer Jobs

Last revised: April 27, 2026



The Shelbourne Community Kitchen acknowledges with gratitude and respect that we operate on the traditional territories of the Coast Salish Peoples, specifically the Lekwungen (Songhees and Esquimalt) and WSÁNEĆ peoples.

Purpose

The Shelbourne Community Kitchen creates opportunities with people experiencing food insecurity to cook, grow, share, and connect for improved health and wellbeing. We offer a unique neighborhood food center model, where people gather to:

- Prepare and share healthy meals together;
- Access nutritious food;
- Work together to grow food and build gardening skills;
- Connect with other community resources and become resources for one another.

Food Skills Programs foster community by bringing people of all cultures and abilities together through healthy food. Programs are fun, supportive spaces where people learn and develop vital skills that can help to make the most of a limited food budget. Foundational programs teach basic nutrition, meal planning, FoodSafe, seasonal eating and preservation techniques. The Food Skills Program Assistant will work to provide hands-on and administrative support for all cooking programs and food service projects.

Specific Responsibilities:

- Lead small teams of volunteers to efficiently prepare meals and serve meals, process foods, and assemble meal kits in accordance with FoodSafe, WHMIS, Island Health and WorkSafeBC standards.
- Assist with the coordination and facilitation of culturally relevant, accessible and engaging Food Skills Programs.
- Provide administrative and on-site support for volunteer Kitchen Leads, including recipe testing and preparing print materials.
- Purchase and transport food and supplies using Modo rental services, as needed.
- Assist with program registrations, registrant correspondence, and post-program evaluations.
- Other duties as assigned.

Qualifications

In accordance with Canada Summer Jobs requirements, applicants must be:

- Between 18-30 years of age inclusive.
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible, as per Canada Summer Jobs limitations.

Position Specific Requirements

- Clear criminal history check
- Valid BC driver's license, N class or higher
- Occupational First Aid, Level 1, considered an asset
- Food Safe Level 1, considered an asset
- Comfortable lifting 30 lbs on a regular basis
- Proficient in Google Suite (Google Calendar and Google Drive)
- Experience with Canva, considered an asset
- Patient, flexible, organized and collaborative

Hours and Compensation

- The position is 35 hours per week, at a rate of \$21/hr

Start Date

- This seasonal position starts on the date of hire and ends September 1, 2026.

Application Date

- Please send your resume and references to Kim Cummins, Executive Director
apply@shelbournecommunitykitchen.ca

The deadline to apply is May 10th, 10:00pm PST.

Only shortlisted candidates will be contacted.

The Shelbourne Community Kitchen is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: The Kitchen is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at The Kitchen are based on job requirements and individual qualifications, without attention to race, age, religion, sexual orientation, gender identity, disability status or national origin.