

FOOD SERVICE Volunteer Position Description

WEDNESDAY TEAM: FOOD PROCESSING COOK

TIME COMMITMENT: Every Wednesday from 1:00 pm to 4:30 pm



Do you love cooking and have experience with big batch cooking and food processing? We are expanding our services to develop a readymade meal program -think homemade soups and dinners to stock our Pantry Program! We are looking for volunteers to join our team to help prepare and package these meals.

Key Responsibilities

- Set up, operate, and monitor equipment (Mixers, Slicers, Vacuum seal machine, etc.).
- Inspect raw and finished products.
- Package finished products into designated bags, boxes, or containers ensuring proper labeling.
- Wash and sanitize cooking stations throughout daily operations.
- Must be able to work on your feet for lengthy periods of time.
- Lift up to 30 pounds.
- Knowledge and compliance with Food Safe and WHIMIS standards and kitchen procedures
- Take accurate temperature readings and record them on Temp logs.
- Monitor holding and cooling temperatures.
- Date, rotate, and properly store products in fridges, coolers and freezers.
- Prepare and modify recipes to accommodate food allergies, intolerances, and any other dietary restrictions.

Shared Responsibilities

- Contributing to the monthly cleaning tasks.
- Creating and maintaining a safe, clean, and welcoming space for all people in the kitchen.
- End of the day general clean-up and help with dishes if needed.
- Assisting with food preparation as directed by the Community Chef.
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Key Competencies

- Minimum of 1 to 2 years of Food Processing experience or related Prep cook experience.
- Friendly disposition, organized, enjoys working under a bit of pressure.
- Has a working knowledge of common allergens, food preparation, and culturally appropriate foods.
- Experience working/volunteering in a fast-paced environment.
- Foodsafe Level 1 is an asset.
- Strong multi-tasking ability.
- Self-motivated and detail oriented.
- Loves working with people with strong communication skills and high level awareness of cultural sensitivities.

Training and Support

- A volunteer handbook.
- A general volunteer orientation will include an overview of: the Kitchen's mission and values, the organization's history, the member Code of Conduct and safety procedures. It will also cover how anti-oppressive practice is reflected in the workplace, diversity and inclusion training, boundary setting, and conflict management skills.
- Regular check-ins with staff .
- All volunteers have the support of the Health and Safety committee.

Benefits

- In this role, you will be helping to make healthy food more accessible for low income families and individuals who rely on our services.
- Coffee, tea, and snacks provided.
- Home-made lunch is cooked and shared with the volunteer team daily .
- Access to training, resources, recipes, and a beautiful community of people!
- Opportunities to share feedback and ideas with the broader team to help improve programs and systems.

Supervisor

Community Chef, Taoufik Essaidi

Please direct any questions to:

Taoufik Essaidi | Community Chef | Ph: (250) 590-0980 | chef@shelbournecommunitykitchen.ca

The Shelbourne Community Kitchen is committed to being an equitable, inclusive, and diverse workplace for all peoples. If you are committed to volunteering, but experience a barrier to volunteerism, please do not hesitate to let us know how we might best support your involvement.