

Volunteer Kitchen Support Worker

(Part-Time, Flexible Hours)

Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 6 schools and childcare facilities in Calgary. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families. Learn more about us at: www.providencechildren.com

POSITION SUMMARY:

We are currently seeking a motivated individual to join Providence as a Volunteer Kitchen Support Worker, starting immediately. This part-time position will be working in our commercial kitchen at the Windsor Park location, reporting directly to the Food Service Manager. Responsibilities include preparation of snack foods, ensuring all utensils, dishes, and work surfaces are clean, observing government food service code regulations, and ensuring all rules are adhered to with regards to hygiene, sanitation, and safety. The kitchen operates Monday-Friday from 8:00am-4:00pm.

As a condition of volunteering at Providence, all volunteers must be vaccinated against COVID-19 and provide a valid police check with a vulnerable sector screening.

QUALIFICATIONS:

Minimum of a High School Diploma is required. Food prep training is an asset. Volunteers must complete the Alberta food safety certificate course.

POSITION DUTIES:

Food Preparation

- Comply with nutrition and sanitation regulations and safety standards
- Participate in the food preparation process and any other relative activities
- Assist with the preparation of special food requests to accommodate special diets and allergies with 100% accuracy
- Prepare quantities of baked goods, as required
- Ability to work independently and as part of a team

Food Service

- Potential of food prep and service for staff meetings, events and functions
- Ensure overall cleanliness, tidiness and organization of entire kitchen
- Ensure all appropriate health regulations and food handling techniques are used
- Maintain cleanliness with all work surfaces, dishes, utensils, and other items
- Be aware of food temperatures
- Receive food and beverage deliveries as required

Kitchen Maintenance

- Operate food preparation equipment
- Report repairs needed when necessary to your supervisor
- Maintain clean and organized work area

General Duties

- Physical capability for frequent heavy lifting and moving up to 25KG
- Participate in the Laundry Services; wash, dry, fold and distribute towels, and classroom supplies and equipment
- Adhere to Providence's Policies and Procedures, including Confidentiality

Please submit your resume and availability via email to the Human Resources Team at:

hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.