



### Position: Kitchen Volunteer

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The Kitchen Volunteer helps with the daily meal service, including preparing, cooking, cleaning, washing dishes and serving meals. They are a key aspect of our successful kitchen, helping provide meals and sustenance for hundreds of women daily. Below are the daily tasks/responsibilities of the kitchen volunteer:

- Communicating respectfully and effectively with women including staff and other volunteers. Support one another and have each other's backs. We are an unstoppable team when we work together!
- Communicating any concerns, comments and positive feedback to Nadia, Skills Development Coordinator, as well as to kitchen staff.
- Observe Food Safe handling procedures by wearing gloves at all times and hair nets when handling food in **any capacity**.
- Meal preparation: Assisting the kitchen staff with the preparation and cooking of meals while following all health and safety regulations and standards.
- Assisting with serving breakfast and daily lunches, including putting together bagged lunches.
- Dish washing: Ensuring that dishes are washed efficiently during busy periods and maintaining a clean work space throughout the day. This includes loads of dishes as needed, wiping down all surfaces, rinsing the sink and turning the garburator off/on. While loading the dishwasher, please be mindful as some trays require special equipment in order to get them in the dishwasher.
- Kitchen clean-up: Assistance cleaning kitchen counters, appliances and general kitchen areas including organization of the back storage area, walk in fridge and freezer.
- Upkeep of tea and coffee urns for the day.
- Assisting staff with food donations when asked.
- Participate in personal development and training sessions including Food Safe, First Aid, etc. and attend monthly volunteer meetings.

**To apply, please send a cover letter/letter of interest and resume to Nadia, Skills Development Coordinator, at: [skills@dewc.ca](mailto:skills@dewc.ca)**