



THE COMPASS

Help for Today ♥ Hope for Tomorrow

Kitchen Operations Assistant - 2025 Canada Summer Jobs

Candidate:

- Youth, between age of 18 and 30
- Organized, and task focused
- Interest in managing teams

Position:

- Work for 16 weeks, between May 12 and August 29, 2025, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Orientation will be 4-7 pm, on May 5th 2025.
- Remuneration will be \$19.20 per hour.

Duties:

- Familiarize with kitchen setup, including operation of all kitchen equipment.
- Assist Kitchen Coordinator in ongoing development and documentation of kitchen operation processes and policies.
- Assist with managing the budget and ordering supplies.
- Assisting volunteers in following safe food handling processes.
- Work with volunteers to prepare and serve nutritious and cost-effective snacks and meals for clients.
- Coordinate our weekly Thursday evening client BBQs, including training of volunteers.

Qualifications:

- Must be accepting and empathetic at all times, working with vulnerable clients.
- Should enjoy personal interaction with clients, volunteers and staff.
- Should have basic computer skills.
- Ability to carry and lift inventory
- Safe food handlers certification (may complete after starting).
- Standard First Aid certification is beneficial.
- Police check is required before starting.

Supervisor:

- Fiona Whincop, Kitchen Coordinator