



THE COMPASS

Help for Today Hope for Tomorrow

Kitchen Operations Assistant - 2026 Canada Summer Jobs

Candidate:

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

Position:

- 16 weeks, between May 11 and August 28, 2026, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Remuneration will be \$19.60 per hour.

Core Duties:

- **Operational Development:** Assist the Kitchen Coordinator in the **ongoing development and documentation** of streamlined kitchen processes and policies.
- **Financial & Inventory Control:** Directly assist with **managing the budget** and ensuring **cost-effective ordering** of supplies.
- **Leadership & Training:** Work alongside the Manager to **guide and assist volunteers** in maintaining and strictly following safe food handling processes.
- **Hands-on Production:** Collaborate with our volunteer team to prepare and serve nutritious, high-quality snacks and meals for our clients.
- **Equipment Mastery:** Become familiar with the full kitchen setup, including the **safe and efficient operation of all commercial equipment**.

Essential Qualities:

- A commitment to being **empathetic and accepting** when interacting with our vulnerable clients.
- Enjoyment of **personal interaction** with clients, volunteers, and staff.
- Basic computer and data management skills.
- Ability to safely carry and lift inventory.
- **Safe Food Handler's Certification** (highly preferred, but may be completed shortly after starting).
- Standard First Aid certification (beneficial)
- A police check is required before starting

Supervisor:

- Fiona Whincop, Kitchen Manager