

Bissell Centre Volunteer Job Description

Job Title	Kitchen Volunteer
Department	Food Services
General Description	Assist in maintaining a clean, well-run kitchen. Help prepare well-balanced meals for children and women. Courteous and respectful behaviour towards clients and staff is expected at all times.
Skills	<ul style="list-style-type: none"> • Knowledge of the inner city, its issues and the work of Bissell Centre are an asset. • Must be able to work alone or as a team member with minimal supervision. • Knowledge of basic kitchen skills and good hygiene
Responsibilities	<ul style="list-style-type: none"> • Cook, bake, make coffee, tea, juice etc. • Clean and wash dishes and kitchen equipment • Prepare and serve meals for disadvantaged women (Tuesdays and Thursdays) • Prepare and serve meals for the childcare centre (Monday - Friday) • Prepare and serve meals for support and training groups (as needed) • Must complete assigned shifts. If unable to do so, must notify supervisor before 9:30 am on working days
Commitment	<ul style="list-style-type: none"> • Tuesday and Thursdays: 9:00 am to 1:30/2:00 pm (More days if volunteer is available) • One shift per week is required
Training	<ul style="list-style-type: none"> • Orientation to Bissell Centre • On-the-job training from supervisor
Screening Measures	<ul style="list-style-type: none"> • Application form, Police Information Check, Interview and Reference Checks
Benefits	<ul style="list-style-type: none"> • Develop or further enhance culinary skills • Contribute by providing nutritious meals for women and children in the inner city

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