

## KITCHEN ASSISTANT VOLUNTEER

<b>POSITION REPORTS TO:</b>	Volunteer Coordinator
<b>TYPE:</b>	Part-Time Volunteer, in-person
<b>HOURS OF WORK:</b>	1-3 days per week; 9am-4:30pm excluding holidays <b>Requires 1 year commitment</b>
<b>PURPOSE OF POSITION:</b>	Kitchen Assistant Volunteer will be responsible for supporting the day-to-day duties for the meal service at the shelters and various other tasks in the kitchen.
<b>OTHER:</b>	A police “Vulnerable Sector Screening” dated within a year is required by the successful candidate prior to volunteering.
<b>CLOSING DATE:</b>	Ongoing

### About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

### Summary of Position:

Under the supervision of the Volunteer Coordinator, and working closely with the chef, the Kitchen Assistant Volunteer will be responsible for supporting the day-to-day duties for the meal service at the shelters. Such responsibilities may include food preparation, cooking assistance, clean-up and sanitation of kitchen equipment and utensils, inventory management, assistance with menu planning and, assisting the chef with assigned tasks.

The Kitchen Assistant Volunteer must demonstrate a commitment to serving Yellow Brick House’s clients and to upholding the Yellow Brick House’s mission. This position is ideal for an individual with strong organizational, interpersonal and culinary skills.

### Responsibilities:

1. Food Preparation.
2. Cooking Assistance.
3. Clean-Up and Sanitation of Kitchen Equipment and Utensils.
4. Inventory Management.
5. Assistance with Menu Planning.
6. Assisting the Chef.

### Requirements:

1. Experience in kitchen or cooking line is preferred.
2. Excellent organizational skill.
3. Possession of “Food Handler Certificate” is preferred.
4. Demonstrated ability to multi-task in a fast-paced working environment.
5. Knowledge of working with multi-cultural communities and cuisines preferred.
6. A “Vulnerable Sector Screening” dated within a year is required.
7. Proof of full vaccination.

### Skills Learned from Volunteering:

1. Gain valuable experience in menu planning, food handling and preparation in a fast-paced environment.
2. Inventory planning and freshness management.
3. Learn new cooking methods and develop new menus suitable for medium and high-volume kitchens.
4. Mission, Vision and Values of Yellow Brick House.
5. Knowledge of working with a multi-cultural organization and gender-based violence issues.

\*Volunteers who commit at least 1 year to volunteering for this position may be eligible for full funding to obtain their Food Handler’s Certificate

**Please submit resume providing your interest in applying to this position in confidence to [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org)**