

## Kitchen Assistant Job Posting

### About Us

Malvern Family Resource Centre (MFRC) is an essential and trusted Community Hub that connects, engages, and takes collaborative action in supporting our communities to thrive. We use our public spaces, and our deep and authentic connections, to bring people together with a focus on those that need us the most. Each year, MFRC provides impactful, holistic, and highly accessible programs and services to several thousand children, youth, families, women, newcomers, and seniors.

### The Opportunity

MFRC is looking for a passionate and energetic **Kitchen Assistant** to support the implementation of our new Food Strategy and specifically to increase the amount of food that is shared through our programs. The Kitchen Assistant will be responsible for key tasks related to snack and meal preparation. This position will report directly to Food coordinator and work alongside Program Director, Program Managers, and Program Coordinators.

### Job Responsibilities:

- Support the Food Coordinator to receive and organize weekly food orders, prepare and organize snacks and meals, such as After-school program, Youth dinner, Community and family's events/workshop etc.
- Contribute to maintaining an organized, well-run, safe and clean kitchen at both locations with the support from other team members and volunteers.
- Help to stock our community food pantry and fridge.
- Undertake dish washing and cleaning tasks.
- Support volunteers to assist with food preparation, cleaning and other roles as required.
- Other duties as assigned.

### Necessary Skills/Qualifications and Other Requirements:

- Be a positive role model and enjoy working in teams.
- Strong food preparation and organizational skills.
- Demonstrated ability to work in a kitchen setting.
- Experience or education (or combination) in food preparation.
- Food handling experience and certificate or willingness to complete a certificate.
- Familiarity with the Malvern neighborhood or surrounding neighborhoods is an asset.
- Clear Vulnerable Sector Screen if over 18 years of age.

### Terms of Employment:

**Location:** MFRC's 2 main locations: 90 Littles Road and 1321 Nielson Road. This is an in-person position.

**Amount:** \$20.00 per hour

**Hours of Work:** 15 hours per week between the hours of 8 am and 6 pm between Monday and Friday for at least 3 days per week with potential of increased hours. Some evening or weekend work may be required.

**Interviews:** Successful applicants will be contacted to attend an in-person interview. Returning staff should anticipate an interview as well.

**Training:** Food Handler Certificate

**Accountability:** The position will report to the Food Coordinator

**Closing Date: Monday May 6<sup>th</sup> 2024 at 5:00pm**

Please send a cover letter and resume by e-mail to Dominique at [drobinson@mfrfc.org](mailto:d robinson@mfrfc.org) as one document with the subject line of the email and the attachment as: **First Name\_Last Name\_ Kitchen Assistant** in pdf format. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.

*MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti- racist organization. Our goal is to attract and retain highly talented Black, Indigenous, and people of color from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.*

*If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact Dominique at [drobinson@mfrfc.org](mailto:drobinson@mfrfc.org).*