



Kitchen Assistant

Part-time term contract position

September 2025 to June 2026 (except during the school December break and Spring break)
Tuesday to Friday, 7:30am – 12:30pm -- 5 hours per day x 4 days (20 hours per week)

The Food Sharing Project is looking to hire an enthusiastic, motivated Kitchen Assistant who can take direction from a Chef Manager and has the disposition to work well with a team of kitchen volunteers, including adults and youth. This position is part of a new initiative to create simple nutritious meals at a Hub location that will be delivered to a family of schools on a daily basis.

Reporting to and as directed by the Chef Manager, the successful candidate will:

- Prepare food items to be used in making meals
- Assist volunteers in understanding portion control, food safety, and proper handling of food
- Assist the Chef Manager with ordering food, safe storage and preparation of food
- Maintain a high standard of food safety and cleanliness
- Please see the attached *Sample Job Description/Routine*

Skills and Abilities:

- Ability to cook and prepare large quantities of meals, as shown by 1-2 years of kitchen experience and/or relevant training
- Ability to handle knives safely and efficiently
- Ability to lift and carry up to 50lbs
- Ability to work with volunteers in a respectful, encouraging manner while providing direction
- Ability to treat relationships with school partners with respect, tact and diplomacy
- Safe Food Handler Certification, WHMIS Certification and First Aid Certification
- Ability to clearly and effectively communicate, to understand instructions, and to provide direction to volunteers

Terms

- Term of work: September 15, 2025 (to be confirmed), to June 19, 2026, except for the December break, Dec 22-Jan 2 (two weeks) and Spring break, March 16-20, 2026 (one week)
- Tuesday to Friday mornings, working 7:30am to 12:30pm, up to a maximum of 5 hours per day (20hrs per week)
- Schedule is based on preparing meals to be delivered to schools by a mid-day lunch break.
- Working at LiUNA Local 183, 145 Dalton Avenue, Kingston, with the possibility of working at Regiopolis-Notre Dame High School, 130 Russell Street, Kingston
- Pay rate is \$25 per hour, plus 4% vacation pay. Incumbent will complete a weekly timesheet. No benefits are available for this part-time position.
- There is a possibility of increased hours and additional responsibilities as the project grows.
- The successful candidate will provide a satisfactory criminal police information check (CPIC) which includes vulnerable sector screening (VSS), and will complete required workplace training, e.g. AODA customer service standards, and Health & Safety in the workplace.

To apply

- Send a *one-page* cover letter explaining how you are the right person for this job, providing specific and relevant examples
- Send a résumé describing your relevant education, training, employment and volunteer experience as it pertains to this position
- Submit both documents *by email only*, to the attention of the Chef Manager at this address: info@foodsharingproject.org
- Submit your application by **Thursday, September 4, 2025, at 4:00pm**. Interviews will take place the following week, September 8-12.
- The Food Sharing Project is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact fsp@foodsharingproject.org.

We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.

Sample Job Description/ Routine

- Check in with Chef regarding the daily menu item, production counts for each school and review recipe and presentation recommendations.
- Clean and sanitize work stations prior to commencement of food preparation
- Gather all items required for meal preparation including scoops, spoons, and packaging
- Prepare daily menu item following standardized recipes and daily production sheets in an appealing manner
- Demonstrate to volunteers the method that the menu item is to be packaged and assist them with packaging, labelling and preparing for transportation
- Ensure equipment and food temperatures are maintained throughout production and preparation for transport
- Work with volunteers to ensure packing is carried out correctly.
- Work with volunteers to clean and sanitize the work space and wash and sanitize dishes, cookware and utensils prior to end of the shift
- Dishwashing, sweeping, mopping and other cleaning duties as assigned