

CANADA SUMMER JOBS – KITCHEN HELPER

We are currently seeking a Kitchen Assistant for a daycare in Nanaimo, BC called Nanaimo Innovation Academy (www.nanaimoinnovation.org). This is supported by Canada Summer Jobs Program. You must be between the age of 18-30. This is an entry level position and is perfect for a student or someone who is looking to start in this field.

HIRING—The position starts JULY 1

The funding for the position is for a 2-month contract. The position may be extended into a permanent position. The position is roughly 30 hours per week. Hours are flexible.

JOB DESCRIPTION

Nanaimo Innovation Academy is looking to employ a dedicated and reliable kitchen helper to assist the Nutrition Manager with food preparation as well as perform all washing and cleaning duties required in the kitchen. They should be able to prepare accurate repair and cleaning reports.

To be successful as a kitchen helper, you should be hard-working, demonstrate excellent problem-solving, and time management skills.

MUST HAVES

- Must be between 18 years of age to 30 years of age
- Hold Canadian residency and/or be legally entitled to work in Canada
- Be able to submit an up-to-date record of immunizations
- Be in adequate physical and psychological capability to work around children and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- A Foodsafe Certificate (or willingness to get one)
- Some knowledge of food health and safety regulations.
- 2 Written References
- Up to date resume
- Well written cover letter

ALSO, GOOD TO HAVE

- An awareness of safety
- Strong problem-solving skills
- Excellent time management skills
- Effective communication skills
- Good hand-eye coordination
- General maintenance experience

KITCHEN HELPER RESPONSIBILITIES

- Preparing foods and assisting with inventory control. Must be able to follow a recipe (or have the willingness to learn).

- Must comply with all food health and safety regulations.
- Properly cleaning and sanitizing all food preparation areas according to established standards of hygiene.
- Sweeping and mopping the kitchen floors as well as wiping down kitchen walls.
- Assisting with the unloading of delivered food supplies.
- Assisting with the management of the daycare garden
- Cleaning and organizing the refrigerators, freezers, and storage rooms.
- Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies.
- Removing trash and recyclable materials to the garbage area.
- Ensuring that all kitchen equipment is clean and in good working order.
- Preparing hot beverages using our coffee machine
- Attending training, safety programs, and staff meetings