

NANAIMO

Innovation Academy



KITCHEN ASSISTANT JOB DESCRIPTION

The Basics:

Title	Kitchen Assistant
Reports To	Kitchen and Nutrition Manager
Employment Type:	30-40 hours
Regular Hours	4 days a week
Pay Range	\$20-\$23/hour
Location	Reports on site in Cedar Kitchen and Oak Kitchen

Nanaimo Innovation Academy is a new and innovative non-profit daycare in Nanaimo, BC. We are excited to welcome people to the team who like to work in a creative and dynamic environment!

OUR PHILOSOPHY AND VALUES

Please read our full guiding philosophy at <https://www.nanaimoinnovation.org/our-philosophy-1>

- Lower student to teacher ratios helps us to provide more individualized support, built on positive relationships between the educators and children
- Ensure guidance and support of children that encourages positive self-esteem, creativity, independence, and good problem-solving skills
- Positive, respectful, and clear communications between all people
- An openness to change and collaboration
- Commitment to providing students access to nature and to help them understand the natural world and our responsibility to sustainability.

JOB SUMMARY

The Kitchen Assistant will support the overall operations of the kitchen under the supervision of the Kitchen and Nutrition Manager. They will also support the various daycare programs through food and nutrition programming and event.

DUTIES AND RESPONSIBILITIES

The Kitchen Assistant's duties include but are not limited to:

- Assist in basic food preparation.
- Clean kitchen equipment.
- Load and unload the dishwasher.
- Scrub pots and pans.
- Clean food preparation and storage areas.
- Receive and store goods in a FoodSafe manner.
- Bring food to and from the three daycare programs.
- Support the daycare programs with food service.
- Assist in menu planning, taking in the details and suggestions of Canada's Food Guide.

- Helping to manage food gardens.
- Maintain the composting program.
- Communicate with local farmers & distributors.
- Learn about budgeting
- Prep lunches for outdoor programs.
- Keep accurate records of the cleaning duties

Additionally, we would like for you to:

- Attend regular staff meetings
- Maintain confidentiality of all information related to the Centre, children, their parents, and staff
- Participate in the annual performance review process
- Contribute to annual plans for the centre
- Willingness to participate in work-related courses, seminars and training
- Maintain regular attendance and punctuality
- Be flexible to accommodate changing schedules
- Implement a problem-solving approach with practical solutions when faced with difficult situations
- Actively participate in Nanaimo Innovation Academy events and activities whenever possible
- Maintain a positive working relationship with other staff, volunteers, parents, and others community members you encounter when representing the daycare.

PERSONAL QUALITIES—We're looking for creative, team players who want to help shape the Centre

- Strong work ethic, honest, and positive team attitude
- Be reliable and thorough with the work you do
- A professional demeanour and an interest in professional growth
- Committed to being a life-long learner who is open to learning and trying new things
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the daycare
- The interpersonal skills necessary to work successfully within teams
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives
- The physical ability to perform all assigned tasks including walking, standing or moving for extended periods of time, and lifting items

WORKPLACE QUALIFICATIONS

- Kitchen experience or a good knowledge of food prep and following recipes
- Use of hazardous workplace materials, including chemical cleaning products, and kitchen appliances
- Criminal Record Check is required