



RMHC[®]

South Central Ontario

Job Title:
Reporting to:
Updated:

Culinary Assistant – Contract Position
Acting Culinary Supervisor
January 2019

JOB SUMMARY:

The Culinary Assistant provides day-to-day support to the Acting Culinary Supervisor for the ordering, receiving, storing and preparing of food served through the Meals that Heal (MTH) program at Ronald McDonald House Charities South Central Ontario (RMHCSCO).

The Meals that Heal program includes a donor engagement element which invites community members to participate in the preparation and/or adoption of meals for RMHCSCO families under the direction and supervision of the Acting Culinary Supervisor.

SPECIFIC DUTIES:

Daily Responsibilities:

- Prepare dinner for up to 41 families (60-100 people)
- Ensure breakfast supplies are stocked, organized for the overnight staff/volunteers to set up
- Ensure culinary supplies are well-stocked for families in the dining room and family kitchen
- Direct and train kitchen volunteers on food prep, serving, cleaning
- Engage and supervise all Meals that Heal (MTH) participants
- Ensure culinary kitchen is clean at end of shift
- Ensure left overs are packaged and labeled for families
- Manage inventory and re-purposing (soups etc.) of any leftover meals to minimize waste

Additional Responsibilities:

- Prepare clear instructions for volunteers/staff for re-heating/preparation of meals on days without Acting Culinary Supervisor or Culinary Assistant
- Provide support, as required, for Family Services related events
- Provide support, as required, for Meals that Heal and fundraising related events
- Order/pick up and receive/store food (includes donated food)
- Ensure weekly thorough cleaning (including walk-in fridge, appliances)

QUALIFICATIONS

- Culinary training in Hospitality or Food Service
- Minimum of three years of related working experience cooking for a large group
- Candidate must enjoy interacting with people and have superior customer service skills
- Excellent understanding of general food service equipment and sanitization methods
- Excellent communication, organizational and diplomacy skills
- Food Handler Certificate
- Basic computer skills
- Post-secondary education required
- Diploma from a culinary school an asset
- Must be able to stand for an extended period of time and lift up to 50lbs.

HOURS

- 25-32 hours per week
- 6 month contract