



RMHC-SWO Volunteer Job Description

Volunteer Role: Kitchen Assistant, London House

Time Commitment: Weekly

Hours: Daily, flexible hours

Reports to: Nutrition & Wellness Team, London House

Our Mission	We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.
Our Vision	A world where every family has what they need to ensure the best health outcomes for their children.
Our Values	We lead with compassion, we are deeply respectful, we act with integrity, and we are firmly committed.

A Volunteer Kitchen Assistant is responsible for providing direct support to our Nutrition & Wellness Team as it relates to efficient program delivery, ensuring the guest experience remains of paramount importance. In addition to prioritizing both personal and guest safety at all times, the Kitchen Assistant responsibilities include but are not limited to:

1. Food Preparation

- i. Organize daily product into bins for dinner preparation according to set menu, and assist with preparation as needed to transition duties to the evening volunteer group, if applicable;
- ii. Begin to pull product for following day's dinner according to set menu, identifying gaps in orders and supporting staff with recipe pivots;
- iii. Ensure daily product preparation for Family Room is organized and clearly labelled; and
- iv. Abiding by all health and safety regulations and standards when preparing food and beverages.

2. Receiving Delivery

- i. Unloading deliveries and stocking shelves in designated storage spaces including walk-in freezer following the FIFO (First In, First Out) method; and
- ii. Assisting with the continuous re-organization of shelves to maximize use of space and flow of people and product.

3. Safe Food Handling

- i. Follow a pre-determined schedule of deep cleaning including commercial appliances;
- ii. Perform and log daily fridge temperature checks in support of safe food legislation; and
- iii. Ensure sanitizer is prepared and widely available for use.

4. Communication

- i. Report questions and concerns directly to staff, and make recommendations for improvement.

5. Other duties as assigned by staff.

Qualities and Preferred Skills:

- Prioritizes food safety and adheres to best practices at all times; Safe Food Handling certificate will be provided.
- Reliably perform set task list with minimal supervision
- Respects well-established kitchen practices including inventory control efforts
- Adapts well to change and remains composed in busy or stressful situations
- Physically able to lift (up to) 50lbs and spend (up to) 3 hours standing/walking
- Friendly and outgoing, able to work well with others as part of a team