

Position Title: Kitchen Worker/Cook
Location: 2017 Weston Rd., Toronto, ON M9N 1X2
Reports To: Kitchen Manager
Wage: \$25.00/hour
Hours: 37.5 hours per week
Schedule:

- Monday to Thursday: 1:00 PM – 8:30 PM
- Saturday: 8:00 AM – 6:00 PM
- Friday: Off (*subject to change based on organizational needs*)

Position Summary:

The Kitchen Worker/Cook supports the planning, preparation, and distribution of daily meals for the Drop-in Meal Program. Working under the supervision of the Kitchen Manager, they help ensure that all kitchen and meal service operations comply with City of Toronto Public Health and Food Handling Standards. This role also involves supporting volunteers and maintaining kitchen cleanliness and is responsible for preparing Breakfast, Lunch and Dinner meals, along with afternoon snacks.

Key Responsibilities:

- Assist in planning, preparing, cooking, and serving program meals on schedule.
- Maintain cleanliness of dishes, kitchen floors, counters, and cabinets daily.
- Support the receipt, sorting, and stocking of weekly food deliveries.
- Provide mentorship and assistance to kitchen volunteers.
- Participate in daily debriefs and staff meetings.
- Share responsibility for supervising kitchen operations in the absence of the Kitchen Manager.

Qualifications & Skills:

- **Experience in food preparation or kitchen support.** Experience with large-batch cooking or meal service is a strong asset.
- **Previous work or volunteer experience in a drop-in centre,** shelter, food bank, or community kitchen is highly valued.
- **Ability to work effectively in a fast-paced kitchen environment,** with attention to detail, timing, food safety, cleanliness, and health regulations.
- **Strong teamwork and communication skills,** with the ability to work collaboratively with a diverse team of staff, volunteers, and program participants.
- **Adaptable and solutions-oriented,** with the ability to respond to unexpected challenges or needs during meal service.
- **Reliable and self-motivated,** able to take initiative while following direction and established protocols.
- **Proficient English communication skills** (spoken and written) are required.
- **Food Handler Certification** from Toronto Public Health (or willingness to obtain).

To Apply: Please send or submit your resume and cover letter to jennyc@wknc.ca,

gamint@wknc.ca, and monicap@wknc.ca.