



Job Posting

Position Title: Kitchen Prep / Food Service Aide
Immediate Supervisor: Director of the Retreat House
Closing Date: open
No. of Positions: 1

Position Summary:

This position executes a variety of duties to assist the Cook to prepare high quality and nutritious meals. Maintains clean and sanitary work areas, equipment, and tools in a professional manner, also assists others in Food Services. The Kitchen Prep / Food Service Aide works closely others in Food Services.

Duties and Responsibilities:

Includes, but is not limited to the following:

- Follows the duty outline and ensures that all responsibilities are performed efficiently and correctly in a timely fashion for meal service.
- Prepares and assists with hot and cold food, garnishes, some baking as required according to menu. Uses safe food handling practices. Utilizes kitchen equipment such as ovens, stoves, deep fat fryer, electric slicers, food blenders and food processors.
- Reports malfunctioning equipment or any unsafe conditions in the kitchen and suggests possible solutions to hazards.
- Operates the dishwasher as assigned to wash, unload and put away cutlery, dishware, pots and pans.
- Attends to day-to-day problems and needs concerning equipment and food supplier; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment and reports to Cook or Director.
- Completes all other associated duties as may be assigned by the Director.

Required Knowledge, Skills, and Abilities:

- A college diploma, cooking/culinary certification or equivalent.
- 2-4 years of relevant service in a similar position.
- Must have WECHU Food Handler course or be willing to enroll.
- Professional, pleasant, and courteous and welcoming disposition
- Ability to follow oral and written instructions, works independently with minimum supervision, and in a team.
- Responds promptly to guest needs.
- Ability to prepare and cook hot and cold items.
- Ability to maintain discretion and confidentiality.
- Experience in a hospitality or residential food service operation.
- Some knowledge of health and safety standards utilized in a food service operation.
- Willingness to support the teachings and mission of the Church, the Diocese of London, and Holy Family Retreat House.
- Good attendance and punctual.
- Performs repetitive motions including bending, twisting, stooping, pushing and pulling.
- Ability to smell and taste food for evaluation.
- Ability to stand for an extended period without a significant rest period.
- Ability to ascend and descend stairways.
- Lifting and carrying heavy objects 10 kg - 25 kg.

Work Hours:

- Ten (10) to Twenty (20) hours per week as scheduled over seven days, dependent on retreat activity.
- Hours may increase during busy periods

Compensation:

- Based on education, experience, and Diocesan norms.

Vacation:

- Based on Diocesan Policy.

Note: We thank all applicants for their interest; however only those selected for an interview will be contacted. Please send cover letter and resume to: David Ducharme - Director HFRH dducharme@dol.ca