

TEEN CHALLENGE

TEEN CHALLENGE CANADA
FOOD SERVICES ASSISTANT
JOB DESCRIPTION

Terms of Employment:	Part-Time	Department:	Program
Position Type:	Assistant	Reports To:	Kitchen Coordinator

THE OPPORTUNITY:

The primary responsibility of the Food Services Assistant is to support the Kitchen Coordinator in all related culinary activities, overseeing inventory levels, while meeting the dietary needs of clients. Other responsibilities include: preparing meals and ensuring sanitation of work area in adherence with health and safety regulations, food preparation standards, WHMIS and company policies and procedures.

CULTURE:

We continue to focus and help create an environment where employees, clients and visitors are treated with dignity and respect. Fairness, individual development and recognition, teamwork, support for family and community are all hallmarks of Teen Challenge's workplace. We are committed to doing meaningful work on a motivated team. With passionate staff across Canada, we aim to continually strengthen our community of care and responsibility, grounded in mutual respect, by daily upholding our Christian values and enhancing teamwork to serve our clients better.

JOB DUTIES & RESPONSIBILITIES:

- Assist the Kitchen Coordinator in meeting the basic dietary needs and requirements of the clients, while giving special attention to food allergies and sensitivities
- Work efficiently and effectively to gather, wash, cut, season, cook, prepare and store quality ingredients, and ensure the sanitation of work area in adherence with Public Health regulations
- Be continuously aware of, and maintain, the highest standards of professionalism by following the departmental dress code
- Direct all food and meal preparations and requests for special events
- Maintain a high level of cleanliness at all times within the kitchen and storage areas, cleaning the kitchen equipment carefully and safely, reporting damages or needed repairs to the Kitchen Coordinator to prevent damage or injury
- Read recipes and adhere to safety procedures and regulations of food preparation
- Oversee the safe storage and disposal of food and beverages
- Adhere to and enforce all company policies and procedures regulations, and legislation regarding health and safety including WHMIS, and food preparation standards.
- Oversee clients and volunteers within a kitchen environment

Other duties assigned by the Kitchen Coordinator

QUALIFICATIONS, SKILLS AND ABILITIES:

- Minimum of Grade 12 high school diploma
- Minimum 1 year of relevant work experience, in a kitchen environment preferred
- Food Handler's Certificate required
- WHMIS and First Aid certificated are an asset
- Valid Canadian driver's licence and clean abstract
- Strong work ethic and positive team attitude
- Solid interpersonal skills that allow the incumbent to work effectively in a diverse working environment, and talk about the Gospel in a sensitive manner
- Sound and independent judgment, reasoning, resourcefulness, flexibility, adaptability, leadership, troubleshooting, and discretion

- Strong ability to multitask and meet ongoing deadlines
- Demonstrated ability to clearly transmit and receive information by email, phone and in person
- Excellent attention to detail and ability to adapt within a changing fast paced environment
- Demonstrates patience, kindness, and compassion in daily interactions

WORKING CONDITIONS:

- Ability to sit and stand for long periods of time
- The atmosphere may vary from a calm to a fast-paced setting depending on daily events
- Use of office equipment including computer, photocopier, scanner, phone, headset and other office equipment as necessary
- Weekends are required
- Operate kitchen tools and equipment
- Able to lift a minimum of 20lbs

OUR VALUES:

We Are Christian - We believe that God is the catalyst for change for people with life-controlling drug and alcohol problems.

We Are Committed To Those Who Are Addicted - We believe that a balance of love, accountability and training are required to prepare the individual for successful re-entry into society.

We Value People - Our clients, donors, staff, volunteers, churches, board members and advisory councils are appreciated and worthy of respect and honour.

We Are Stewards - We are committed to managing wisely all resources entrusted to us recognizing that we are ultimately accountable to God.

There Is Hope! - Life-controlling addictions can be permanently overcome!

Date Approved:	Director of Centre Operations
Date Approved:	February 2, 2016
Date Reviewed:	June 2026