

The Jean Tweed Centre



For Women & Their Families

Volunteer Description Form The Jean Tweed Centre 2016

Job Title:

Cumberland House Kitchen Volunteer

Department:

Cumberland House

Reports to:

Cumberland House Manager

Purpose:

To assist Chef with the food preparation (Lunch and Dinner) at the Cumberland House kitchen for our clients

Location:

Cumberland House, Etobicoke

Qualifications:

Basic knowledge of kitchen service. Dependable, pleasant manner and patient.

Key Responsibilities:

- *To sort, wash and prepare food for lunch service at Chef's discretion*
- *To help pack and deliver food to the Jean Tweed Centre Head Office (5 minute drive)*
- *To help serve our clients lunch service*
- *Other duties as assigned*

Is this position Client facing?

Partial

Time Commitment:

Volunteer is needed daily, however volunteers who are able to firmly commit to a reduced schedule (1, 2 or 3 days per week) will be interviewed as well. 5 hours per day (10 am to 3pm), for a minimum of three months.

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Length of Appointment:

The volunteer position is assigned for a period of three months. After three months, the volunteer may be reappointed for another three months at the discretion of the supervisor.

Support:

Training for this position will be provided. In addition, the Cumberland House Manager will be available for questions and assistance.

Physical Requirements:

Volunteer must be able to pack lunches and lift boxes on occasion

Dress Code:

Casual

Security Checks Required:

None