

# The Jean Tweed Centre



For Women & Their Families

## Kitchen Volunteer – Cumberland House The Jean Tweed Centre Winter/Spring 2018

**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:**

*Volunteers are 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*

**To apply for this posting**

*Submit your resume to Jana Crawford, Volunteer Coordinator, at [janacrawford@jeantweed.com](mailto:janacrawford@jeantweed.com), with "Kitchen Volunteer – Cumberland House" in the subject line of your email.*