



Job Description	
Title	Food Service Worker
Reports to	Manager, Family and Community Health
Position Type	Summer Contract – 35 hours for 8 weeks
Location	Kingston
Start Date	May 2025
Salary	\$19.00 per hour

### Position Summary

The Food Service Worker plays a supportive role in our Community Kitchen programs. This role will support the planning, facilitation, and evaluation of Community Kitchens programs that promote food literacy, social connection, and access to nutritious, local food. This position is ideal for individuals passionate about community development, food security, and social justice. Working closely with the Community Kitchens team, the Assistant will help deliver engaging cooking workshops, contribute to program logistics, and support outreach efforts through content creation. *This position is funded by the Canada Summer Jobs Program and must meet the programs hiring criteria*

Key Responsibilities	Detailed Responsibilities
Program Planning & Preparation	<ul style="list-style-type: none"><li>• Participate in planning meetings with the Community Kitchens staff to coordinate upcoming workshops and activities.</li><li>• Research and select recipes that align with workshop themes, dietary needs, and budget constraints.</li><li>• Purchase and organize groceries and pantry supplies needed for each workshop session.</li><li>• Prepare cooking equipment and food materials to ensure smooth workshop setup and delivery.</li></ul>
Program Delivery	<ul style="list-style-type: none"><li>• Co-facilitate cooking workshops, guiding participants through food preparation and cooking techniques.</li><li>• Foster a welcoming, inclusive environment that encourages community connection and engagement.</li></ul>
Administration	<ul style="list-style-type: none"><li>• Track attendance and session outcomes, maintaining accurate records for reporting and evaluation.</li><li>• Support program evaluation efforts by collecting participant feedback and contributing to continuous improvement.</li><li>• Create content for social media and newsletters to promote Community Kitchens programs</li><li>• Perform other related duties as assigned, supporting the overall success</li></ul>



and goals of the Community Kitchens initiative.

### Organizational Responsibilities

- Promote and demonstrates through understanding of the mission, values, and culture of KCHC.
- Complies with all relevant legislation and KCHC policies, including privacy laws.
- Supports consistent application and development of KCHC policies and procedures.
- Supports KCHC's student and volunteer placement programs.
- Promotes awareness of and participation in KCHC activities.
- Demonstrated commitment to maintaining competence, continuous learning and quality improvement.
- On occasion, performs other temporary duties may be required ie childminding, staff replacement

### Basic Education and Experience Requirements

High school education or equivalent preferred

Education in culinary, community development or related disciplines an asset

### Knowledge Skills and Abilities

- Be aged between 15 and 30 years old on the start date of the job based on Canada Summer Jobs hiring criteria
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. International students and other temporary residents of Canada are not eligible based on Canada Summer Jobs hiring criteria
- Valid driver's license, valid insurance coverage and access to a vehicle as this position has several locations of work throughout Kingston preferred.
- Ability to work outside normal business hours if required. Work during both regular and flexible extended hours to accommodate evening and weekend workshops in locations identified by KCHC when required.
- Current Standard First Aid and CPR-C certification an asset
- Food Handlers Certification an Asset
- Current and satisfactory Criminal and Vulnerable Persons Check.

### Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single file using your own name (Last, First). A PDF format is preferred.
- Email to [hr@kchc.ca](mailto:hr@kchc.ca) citing reference "2025-18-KCHC" in the subject line.
- Applications must be submitted to Human Resources by **May 18, 2025**

**As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.**

**All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.**



Kingston Community Health Centres  
Centres de santé communautaire de Kingston

Internal/External Posting: 2025-18-KCHC  
Posting Date: 5/7/2025  
Closing Date: 5/18/2025

**KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.**

**Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4**

**[www.KCHC.ca](http://www.KCHC.ca)**