

## VOLUNTEER ROLE DESCRIPTION

**Role Title:** Kitchen Helper  
**Division:** Ontario  
**Ministry Unit/Dept:** Journey to Life Centre  
**Location:** 545 Cumberland St. N., Thunder Bay, ON P7A 4S2

### Mission Statement

The Salvation Army exists to **share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.**

### Core Values

The Salvation Army Canada and Bermuda Territory has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.  
**Service:** We reach out to support others without discrimination.  
**Dignity:** We respect and value each other, recognizing everyone's worth.  
**Stewardship:** We responsibly manage the resources entrusted to us.

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### Volunteer Role Summary:

Do you have a passion for food and fellowship? Are you self-motivated and a team player with a desire to contribute to the community? The Kitchen Helper volunteer will assist the cook on duty in providing quality and nourishing meals to our clients. Clients participate in 3 meals and 3 snacks per day. The Kitchen Helper volunteer will work to maintain a high level of cleanliness, help with meal preparations, and clean-up after each food service.

### Responsibilities:

- Follow menus considering the Canada Food Guide, leftovers, and donated food.
- Adhere to government health and safety regulations and cleanliness standards.
- Help to maintain strict security of the kitchen, dining room, food storage areas and equipment.
- Help meet the dietary needs of a specific client group.
- Support Salvation Army mission, values, and code of conduct.
- Gain cooking experience and develop knowledge of commercial cooking equipment.
- Complete the following duties, including, but not limited to:
  - Assist Cook with meal preparation considering leftovers and donated food.
  - Clean dishes after food service

- Clean and disinfect tables and chairs.
- Clean and organize dry storage area.
- Store groceries on shelves
- Dispose of garbage
- Must complete Criminal Reference Check, fee to be paid by volunteer, can be refunded after 3 months of active volunteering.
- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check with vulnerable sector screening.
- Have current First Aid/CPR Certification or willingness to obtain.
- Have a valid Food Safe Certification.

## Working Conditions:

- Will be provided training on site, gain experience in a professional kitchen, and receive a free meal on each shift.
- Minimum shift duration of three (3) hours.
- Must be able to stand for long periods of time, perform moderate amounts of lifting (30lbs), bending, and stretching.
- May be exposed to complaints from clients.
- Must use hairnets/hats, masks, and gloves while on duty.
- Reports to the Food Services Coordinator
- One (1) month probationary period, with an evaluation after two (2) weeks, and three (3) months

## Sign-off by Volunteer

I have read, understood, and accept the Kitchen Helper role description outlined.

\_\_\_\_\_  
Volunteer Name (*please print*)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**Please Note:** This position is voluntary. Signing of this document endorses the fact that I have read and agree to act in a manner that is consistent with; The Salvation Army Mission and Values, Role Description, Code of Conduct, Policy and Procedures and other objectives of The Salvation Army, including confidentiality regarding all client, staff, and program information.