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<b>Working Title:</b>	<b>Food Services – Kitchen Assistant</b>
<b>Reports To:</b>	<b>Food Services Manager</b>
<b>Type of Position:</b>	<b>P/T (0.5 FTE – approx. 20 hrs weekly – paid hourly)</b>
<b>Remuneration:</b>	<b>Based on qualifications &amp; salary grid</b>
<b>Date Established:</b>	<b>August 2010</b>
<b>Date Revised:</b>	<b>July 2018</b>

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#### **Purpose / Summary**

The Food Services - Kitchen Assistant will be involved in the Kitchen Ministry at CrossRoads Church as it provides food service to CrossRoads ministries and guests. The Kitchen Assistant also ensures that the kitchen and café areas are clean and operational.

#### **Key Responsibilities**

- Assisting and sometimes leading food preparation, baking, and meal service and clean up.
- Assisting in kitchen maintenance and cleaning under the supervision of the Food Services Manager.
- Working with and sometimes leading volunteer teams.
- Assist with the purchasing of groceries and other supplies.
- Preparing and serving snacks and beverages for various groups.

##### Meetings

- Attend team meetings and all staff meetings
- Attend Congregational Meetings

#### **Qualifications**

- Experience working in kitchen and/or catering environment is a must
- Formal culinary training is preferred
- Kitchen Assistants are asked to be able to cook precisely and efficiently for groups of 5 to 500+ people
- Flexibility in working hours required. – With opportunities to serve our community additional paid hours will be available.
- Demonstrated interpersonal skills – a willingness to serve with a positive attitude
- Good communicator to direct and work with staff and volunteers
- Requires a high level of initiative and the ability to work independently

- Ability to anticipate needs, to be highly organized and be a good time manager
- Food safety certification an asset (will provide training as required)

### **Performance Standards**

As a team player at CrossRoads Church the Food Services - Kitchen Assistant shall adhere to the following standards:

- Accountability – the Food Services Manager will ensure regular performance reviews are completed bi-annually.
- Willing to become a member of CrossRoads Church.
- Understand and support the vision, mission, and strategic direction of CrossRoads Church.
- Uphold the team shared values of CrossRoads Church.
- Live and uphold a lifestyle that models a mature walk with God.
- Must sign the CrossRoads Staff Lifestyle Agreement and the CrossRoads Confidentiality Agreement.
- Must provide a Criminal Record Check.

#### Submission of resume:

Please submit your resume and cover letter to Bobbi Kroeger at the Church Office or via email to [BobbiK@CrossRoadsChurch.ca](mailto:BobbiK@CrossRoadsChurch.ca).

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The closing date for application submissions is August 3, 2018