



Job Posting

Job Title:	Kitchen Helper (Summer Student)
Reports to:	Kitchen & Nutrition Lead /Manager, Resident Care
Work Location:	Burlington, Ontario
No. of position:	1
Employment Status and Duration:	Temporary Full-Time, 35 hours per week for first 8 weeks and 30 hours for next 4 weeks
Compensation:	\$17.6/hour

About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

Job Summary

The Kitchen Helper, reporting to the Kitchen & Nutrition Lead and/or Manager, Resident Care, is responsible for supporting all aspects of Carpenter Hospice's food service operations. This includes meal and baked-good preparation, food service delivery, kitchen and dining area cleanliness, food purchasing and stocking, and adherence to food safety standards. The Kitchen Helper supports the Lead in ensuring that meals meet the therapeutic and nutritional requirements of our residents. The role works collaboratively with Personal Support Workers and volunteers, and interacts directly with residents, families, and visitors to support high-quality, person-centered care. The Kitchen Helper upholds established protocols, safety regulations, and organizational policies to maintain a safe, sanitary, and welcoming food service environment.

Duties and Responsibilities

Essential Responsibilities:

Food Preparation & Foodservice

- Prepare food that meets therapeutic and nutritional diet needs, and where possible, personal preferences
- Prepare and serve baked goods for residents, families, and visitors
- Assure that standards of meal appearance, temperature and serving times are met
- Interact with residents, families, and visitors to ensure their satisfaction and needs are met

Food Safety

- Use safe food handling and preparation procedures in accordance with Halton Region Public Health requirements and applicable food service industry standards.
- Maintain a clean and tidy workspace including dishes, countertops, appliances, storage areas, and floors in kitchen and dining room
- Ensure food rotation in storage to minimize spoilage and waste
- Work in a safe and healthy manner, and follow the regulations outlined in the Occupational Health and Safety Act and Carpenter Hospice kitchen protocols and procedures
- Report maintenance issues to the Kitchen & Nutrition Lead and/or Manager of Care



- Perform all duties in accordance with legislation, the Carpenter Hospice mission statement, and organizational and administrative policies and procedures

General Duties

- Participates in staff meetings and other organizational meetings as required
- Performs additional duties as assigned to support smooth and efficient operations

Key Qualifications and Additional Requirements

- Preferably currently enrolled in a nutrition, culinary arts, food services, hospitality, or related post-secondary program from a recognized college or university Must be aged 15–30 years old on the start date of the job Basic understanding of food safety & hygiene practices (Food Handler's certificate is an asset; training can be provided)
- Interest in nutrition, healthy eating, food preparation and/or kitchen operations
- Ability to follow instructions, recipes and kitchen procedures
- Strong organizational and time-management skills
- Physically able to perform the duties of the position, including standing for majority of the shift
- Flexible and adaptable to changing needs
- Reliable, punctual, and able to work independently without supervision
- Good interpersonal and communication skills
- Positive attitude and willingness to learn
- Comfortable working in a fast-paced, dynamic environment supporting multiple priorities
- CPR/First Aid certificate an asset

Schedule of Hours

- Thirty-five (35) hours per week for first 8 weeks and Thirty (30) hours for the next 4 weeks
- Seven and half (7.5) hour varying shifts: mornings, afternoons, weekends and holidays

Working Conditions

- Regular interaction with residents, family members, clinical staff, volunteers, visitors and external care providers
- Ability to lift, push, pull up to 20 lbs
- Ability to stand for long periods
- Dexterity in fingers, hands and wrists for knife use (i.e. fine chopping, peeling, slicing of food)
- Use of hands/wrists to lift and transfer heavy pots at waist level
- Ability to work in warmer temperatures over stove tops and with high temp dishwasher
- Ability to reach and lift overhead and while using a foot stool
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire
- Work location: in person

**How to Apply**

Please submit your resume and a cover letter to hr@thecarpenterhospice.com and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all the applicants. However, only qualified candidates selected for interviews will be contacted. Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision.

Equity and Accessibility Statement

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Accommodation is available upon request throughout the recruitment process. We encourage applications from individuals of all backgrounds and abilities.