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## Canada Summer Jobs, Kitchen Helper Job Description

November 5, 2025

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 39-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

### Job Summary

This role will be joining The Redwood's Resident Services Department, under the supervision of the Food and Nutrition Worker.

### Main Responsibilities

- Prepare, cook, and serve healthy lunches, dinners, and snacks with respect to the Canada Food guide and in accordance with the shelter standards nutritional guidelines; and ensures that the variety and quantity meet the diverse needs of the resident clients.
- Participate in compliance with hygiene and safety Standards of the City of Toronto in food preparation and food storing processes. This includes labeling, storage, and disposal of food supplies.
- Assist the daily operations of food services.
- Assist with cleaning and maintenance of food area.
- Support in maintaining all appropriate records, files, inventory checks and meal plans.
- Occasionally support, plan and prepare meals for in-house events (i.e., Board meeting etc.) and participate in delivering outdoor buffet-style barbecue for residents during the summer months, as required and during any holiday celebrations.
- Collaborate with the Programs and Client Services team to best meet the needs of clients related to meal or dietary issues, as assigned.
- Ensure the cleanliness and compliance with safety and hygiene standards in the kitchen, dining room, food storage areas and when handling garbage containers.
- Ensure cleanliness of all food services related laundry.

### General

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.
- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.

- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

### **Working Conditions**

- Work in a standard office setting, 5 days a week.
- Have reliable transportation to and from the shelter location.

Schedule: Monday to Friday, 11am to 7pm

Reports To: Food and Nutrition Worker

### **The Successful Candidate Will Possess the Following Qualifications**

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Proof of full Covid-19 Vaccination or proof of medical exemption.
- Able to stand for a long period of time, multitask in a fast paced and dynamic work environment, and work independently.
- 1-2 years' experience working in the Food and Beverage industry, particularly in food production.
- Certification of health and safety standards and guidelines in food and beverage industry, acknowledged by the City of Toronto an asset.
- Standard First Aid/ CPR certification an asset.
- Experience of working within an anti-racism and anti-oppression framework with diverse communities.
- Adhere to all policies, procedures, routines, and requirements of The Redwood.
- Possess a valid Food Handlers Certificate.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.