



About Harvest Manitoba

Harvest Manitoba ("Harvest") is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

Mission

*Working together
towards a healthier
future for all where no
Manitoban goes
hungry*

Kitchen Associate

Part-Time, 6 Month Term

Salary \$15.50 - \$18.75 / hour

POSITION GOAL: As the Kitchen Associate you will be responsible for running the Community Kitchen, this includes preparing meals for on-site consumption as well as preparing to-go meals for our volunteers. Key to this role is the delivery of kitchen training and cooking workshops, including Safe Food Handling and knife skills. You will work with a variety of people including volunteers, trainees, staff and our Community Food Network.

REPORTS TO: Director of People and Programs

RESPONSIBILITIES:

- Prepare breakfast bar, lunch and to-go meals for volunteers, trainees, and staff.
- Undertake menu planning with a focus on utilizing food from the warehouse
- Ensure the kitchen and eating areas are kept clean and the highest health and safety standards are maintained
- Ensure the effective ongoing delivery of training programs to ensure that criteria and expectations are being met. Including Safe Food Handling certification, knife skills, etc.
- Facilitate training programs using a variety of instructional techniques and formats such as simulations, group discussing, videos and lectures.
- Input and prepare data for weekly and monthly reporting
- Train, schedule, and manage performance of key volunteers
- Perform other duties as assigned.

QUALIFICATIONS:

- Three to five years' experience cooking and preparing meals in a commercial kitchen
- Ability to work/excel in a fast-paced environment where attention to detail and effective multi-tasking is essential.
- Experience in facilitation and teaching diverse groups of people
- Trainer in kitchen skills and Safe Food Handling
- A proven ability to facilitate engaging group activities and sessions for adult learners
- Exceptional interpersonal and communication skills, both written and verbal



1085 Winnipeg Ave., Winnipeg, Manitoba R3E 0S2

Phone: 204-982-3663 • Email: info@HarvestManitoba.ca

HarvestManitoba.ca





- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Proven ability to network with community resources, build relationships and gather resources to help support participants
- Ability to work with a wide variety of people.
- Knowledge of food-security and poverty issues (an asset)
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Ability to pass a criminal background check and child abuse registry check. Valid clean class 5 driver's license.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.

Evening and weekend shifts will be required as business levels dictate.

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: hr@harvestmanitoba.ca

We thank all candidates for their interest; however only those selected for an interview will be contacted.



1085 Winnipeg Ave., Winnipeg, Manitoba R3E 0S2

Phone: 204-982-3663 • Email: info@HarvestManitoba.ca

HarvestManitoba.ca

