

VOLUNTEER JOB DESCRIPTION

JOB TITLE: KITCHEN HELPER – PARTIALLY SUPERVISED

REPORTS TO: Culinary Literacies Specialist & Information Staff

SUMMARY

Under the direction of the Culinary Literacies Specialist, volunteers will assist with maintenance, set-up, and clean-up of the VSES Teaching Kitchen. Volunteers may also be asked to assist with programming. In-person only.

RESPONSIBILITIES

1. Provide assistance to the Culinary Literacies Specialist and Information Staff during programming, including washing and sanitizing dishes.
2. Create an encouraging and positive environment for experienced and inexperienced participants in the kitchen.
3. Assists customers of all ages in using kitchen equipment under the supervision of Culinary Literacies Specialist or other staff.
4. Assists Culinary Literacies Specialist in upkeep & maintenance of VSES Teaching Kitchen.
5. Good attendance and punctuality are required.
6. Supports the Mission, Vision and Values of Vaughan Public Libraries.
7. Responsible for following Health & Safety policies and procedures.
8. Responsible for following Safe Food Handling procedures.
9. Record hours worked and tasks accomplished if required for community service placements.
10. Other duties as assigned.

QUALIFICATIONS

- Completed Grade 8. Must be 14 years or older.
- Familiarity with kitchen spaces, whether home or commercial, is preferred
- Ability to communicate courteously & effectively
- Enthusiasm for working with people of all ages
- Patient, dependable, and reliable
- Volunteers 18 years or older must obtain and submit a Police Vulnerable Sector Check prior to participating in program

TIME COMMITMENT

- Volunteers must commit to a minimum participation level of 2 hours per month as scheduled for at least six months

APPLICATION PROCESS

- Volunteers must complete and submit a Kitchen Helper application.
- Volunteers must submit two reference letters.
- Volunteers must successfully complete an interview.
- Volunteers must complete the 'Release of Liability, Waiver of Claims, and Assumption of Risks' form

TRAINING

- Volunteers must attend an orientation/training session prior to participating in their first program preparation session.

BENEFITS

- Volunteers will gain valuable experience and develop teamwork and leadership skills
- Volunteers will become involved with the community
- Volunteers will earn community service hours

OTHER

Vaughan Public Libraries aspires to engage volunteers who represent the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our volunteers and work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.

Vaughan Public Libraries is committed to the principles of the *Accessibility for Ontarians with Disability Act (AODA)*. As such, we strive to make our volunteer selection process as accessible as possible and provide accommodations as required. If you require accommodations during the volunteer application and selection process, please notify the staff member responsible for the volunteer position you are applying for. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the volunteer selection process.