



Services de santé mentale et de traitement des dépendances
Association canadienne pour la santé mentale
Thames Valley

Volunteer Role Description: Kitchen Assistant

Role Description and Primary Responsibilities:

- Provide a welcoming atmosphere that encourages engagement from participants.
- Assist with preparation of food items and beverages.
- Wash dishes, utensils and kitchen appliances and ensure their proper storage.
- Ensure that work surfaces are clean.
- Comply with health and safety regulations.
- Report any and all concerns to the My Sisters' Place staff and/or Volunteer and Peer Support Worker (safety concerns must be reported immediately to the program manager).
- Maintain the privacy and confidentiality of the women accessing services and support.
- Attend initial orientation and ongoing training and meetings.
- Log all volunteer hours and keep track of any expenses.

Experience & Qualifications:

- Excellent customer service skills and a pleasant demeanor
- Good listening skills and a nonjudgmental attitude
- Reliability and punctuality
- Ability to handle stress and conflict in a calm manner
- Experience working with marginalized women and/or individuals with mental health issues is considered an asset
- Current WHMIS training which will be offered at the commencement of the position, as well as ongoing trainings which will be offered annually
- Completion of Food Handler Training, which will be made available by CMHA Middlesex

Physical Requirements:

- Must be able to stand for a few hours at a time.
- Must be able to lift up to 20 lbs
- Must be able to use and manipulate kitchen knives without difficulty.

I acknowledge that I understand the responsibilities and requirements of my position as a My Sisters' Place Kitchen Volunteer, as outlined in the Role Description and Role Specifications Above.

Name: _____

Signature: _____

Date: _____

Summary of Kitchen Assistant Volunteer Role:

The kitchen at My Sisters' Place is Heart of our Home! We rely on the efforts of volunteer Kitchen Assistants to help us prepare hot and delicious meals to the women we serve, and to help us create an atmosphere that fosters support and encouragement.

We place tremendous value on the contributions of our volunteers to help us support more than 1,200 women who walk through our doors seeking services and support each year.

Volunteers with our team play a role in improving the quality of life for women who are undermined by homelessness, poverty, mental health, addictions and other complex health issues

We are proud to include our volunteers as part of our innovative, client- and recovery-focused team. Volunteering at My Sisters' Place offers the chance for volunteers to gain knowledge about addictions & mental health, to learn of the various services and supports available within the community, and to meet new people.

Position Location:

My Sisters' Place, 566 Dundas Street, London, ON

Time Commitment:

One shift per week, 3-4 hours

Reporting Relationship:

The Kitchen Assistant will receive direction from the Kitchen Supervisor at My Sisters' Place, or a delegate.