



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Kitchen Assistant**

*Nutrition and Community Services – Summer Snack Program*

#### **Job Purpose**

The Kitchen Assistant is a temporary summer position at E4C's Summer Snack Program. The Kitchen Assistant plans snack menus and helps prepare snacks to be delivered to children in various high-needs park sites throughout Edmonton.

#### **Duties and Responsibilities**

- Plan daily snack menus
- Inventory control of food supplies
- Assist with snack preparation
- Daily record keeping
- Other duties as required

#### **Other Requirements**

This position may be funded in part by the Canada Summer Jobs Program. To be eligible to participate in Canada Summer Jobs, individual must: (1) be between 15 – 30 years of age at the start of employment, (2) have been registered as a full-time student in the previous academic year, (3) be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and (4) be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

#### **Qualifications**

- Post-secondary students with experience in nutrition and food-related services
- Awareness of food security issues in Edmonton
- Strong verbal and written communication skills
- Highly organized with strong administrative skills
- Works well independently and as a team member
- Reliable and flexible
- Must enjoy working with diverse groups of people

- Must be able to do heavy lifting
- Police Information Check required as a condition of employment

### **Working Conditions**

These are temporary summer positions, Monday June 30 to Friday August 27, 2010, weekdays, 7 hours per day.

### **Salary Scale**

Starting: \$12.98/hr plus reimbursement for cost of required documents.

Please submit your résumé to:

E-mail: [athompson@e4calberta.org](mailto:athompson@e4calberta.org)

Fax: 780.424.1201

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