

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: (2) Casual/Part-time Kitchen Worker

DATE PREPARED: June 3rd, 2025

DEPARTMENT: Kitchen

POSTING NUMBER: 09-2025

REPORTS TO: Head Chef

GENERAL SUMMARY

Works in collaboration with the Head Chef, Line Cook, and Prep Cook to assist in the preparation of high-quality foods in an efficient, sanitary, and consistent manner. The successful candidates will prepare daily meals for clients on program and special events as well as maintain safe and sanitary practices in all areas.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrating and exemplifying Brentwood's mission, vision, and values in day-to-day work
- Acting with the highest standard of professionalism with clients, volunteers, alumni, community partners, and colleagues.
- Working in a manner that respects the privacy and confidentiality of client's
- Working in a manner that complies with Brentwood's policies and procedures
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Contributing to Brentwood's work by participating in committees and agency events.

POSITION RESPONSIBILITIES AND DUTIES:

- Ability to multi-task in an institutional kitchen environment.
- Participate in all food production areas of the kitchen with emphasis on initiating and maintaining communication with the Prep and line cooks.
- Prepare and arrange food according to recipes and quality of presentation.
- Install safety and sanitation habits in all staff and volunteers in compliance with Health and Safety Procedures.
- Maintain a high level of quality and continually work to improve quality of all dishes served.
- Cleaning and sanitizing food preparation areas to establish proper hygiene
- Remarkable organization skills and basic understanding of working within a budget to limit food costs by determining portion size.

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Maximizing waste by accurately anticipating the amount of perishable supplies needed and purchasing food supplies in appropriate quantities.
- Upkeep of all equipment pertaining to the line area. Report any malfunctions immediately to Head Chef.
- Monitoring recipes on the stove and in the oven to ensure proper cooking
- Other responsibilities as assigned

QUALIFICATIONS

Education:

Completion of food handler training certification.

Completion of an apprenticeship under a professional chef.

Experience:

Experience in a commercial or industrial kitchen environment.

Knowledge & Skills:

- Ability to perform well under pressure and work quickly and efficiently
- Keenness to follow instruction and prepare ingredients according to the Head Chef's instructions
- The ability to keep track of kitchen inventory
- Knowledge of cooking techniques and methods
- Knowledge of knife handling
- Understanding of health and safety regulations regarding food preparation and storage
- Demonstrates the ability to work in a multidisciplinary team
- Effective oral and written communication skills

Interaction:

Maintain a positive and professional approach with coworkers and staff.

Compensation and Schedule

- Hourly Wage Position
- Working hours and shifts may vary per week.
- Hours may also include weekends shifts for special events and outings.
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: jlavin@brentwoodrecovery.com on or before 3pm June 10th, 2025

Please mark in the subject line "Posting # 09-2025"

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