



9908-106 Ave  
Edmonton, AB T5J 2L8  
T. 780.422.2018  
E. hr@hopemission.com

**Job Title** : Kitchen Helper  
**Based at** : Hope Mission Calgary (4869 Hubalta Rd SE)  
**Reports to** : Calgary Programs Manager  
**Hours of work** : 8-4 Monday- Friday (requires occasional evenings and weekends)  
**Start date** : Immediate  
**Status** : Full Time

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### **OUR MISSION**

*To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ*

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**Job Summary:** Responsible for the safe and efficient operation of kitchen related duties within the food preparation space at Hope Mission's Hub in Calgary. Responsible for preparing sandwiches and bagged lunches and driving and delivering school meals as needed to Calgary schools.

#### **Major Duties and Responsibilities:**

- Assist in school meal preparation (sandwich lunches), including: sorting, washing, and peeling, chopping, and slicing.
- Assist in the general duties of the kitchen department, including: cleaning of the working area, dish washing and other duties determined by the Kitchen Chef.
- Maintain excellent preparation and cleaning standards.
- Ability to communicate with the Kitchen Chef, school staff (administrative assistants, teachers, principals, etc), and other employees.
- Maintain a positive and safe kitchen environment.
- Ability to work well with staff and volunteers.
- Be courteous, warm and friendly with guests, staff, volunteers, and school partners.

#### **Minimum Qualifications and Skills:**

- Completion of high school.
- Related work experience as a cook or kitchen helper is an asset.
- Understanding of food processing and kitchen equipment is an asset.
- Driver's License (Full Class 5 is an asset)
- Alberta Health Services Food Safety Certificate

#### **Other Requirements:**

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset



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- Adherence Hope Mission's Policies and Procedures.

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**To Apply, please send:**

1. Resume,
2. Cover letter stating why you would like to work in a Christian, faith-based organization and why you would be a good candidate to at-risk children and youth in a camp setting.

TO: Hope Mission Human Resources: [hr@hopemission.com](mailto:hr@hopemission.com)

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