

Employment Opportunity

KITCHEN ASSISTANT

Supervisor: Head Cook or designate

Date revised: March 2025

Classification: Seasonal, term position

Applications can be submitted via email to fsc@churchillscience.ca. Please quote job title in cover letter or subject line.

Application deadline is April 25th, 2025.

Proposed start date: May 26, 2025.



churchillnorthernstudiescentre

The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment. Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

Job Title: Kitchen Assistant

Job Description

The **Kitchen Assistant** is responsible for assisting the Head Cook and Second Cook to make sure the cafeteria is in accordance with all applicable health and safety regulations for the operation in the of Manitoba are met. The Kitchen Assistant will work within the cafeteria under the Head Cook and Second Cook, to ensure the area is cleaned and sanitized.

Job Responsibilities

1. Teamwork
 - a. General supervision and direction are received from the Head and Second Cook.
 - b. Supports volunteers and guests in safely engaging with the kitchen and dish area.
 - c. Adhering to provincial and commercial food safety and sanitization guidelines.
 - d. Reports directly to the **Head Cook** when requested.
2. Dishwashing
 - a. Collecting used dishes, cups and cutlery from used bin, or from tabletops.
 - b. Loading and unloading dishwashers safely and efficiently.
 - c. Washing dishes, glassware, and utensils by hand when necessary.
 - d. Sorting and stacking clean and dry dishes, cups and utensils in their designated areas.
 - e. Notify Head Cook if supplies are dwindling for reorder.
3. Kitchen Cleanliness
 - a. Maintain a clean, safe and organized dishwashing area
 - b. Cleaning and sanitizing the dishwasher, notifying Head Cook with any malfunctions or issues.
 - c. Sweeping and mopping floors in the kitchen, dishwashing area and dining room when required (up to three times per day).
 - d. Moving full garbage bins to back room, replacing with empty, bagged garbage bin.
 - e. Moving any unneeded cardboard boxes to back room, to be broken down and stored.
4. Additional Tasks
 - a. Assist with basic food preparation tasks when needed.
 - b. Assists in reviewing and stocking weekly food order.
 - c. Regularly monitors and refills supplies (shakers, napkins, coffee area, toast area, continental breakfast area etc.)

- d. Daily clean-up of the kitchen & cafeteria (floors, counters, microwaves, coffee area, etc.)
- e. After meals, cleans and sanitize the cafeteria tables, chairs, beverage area, microwaves, and high touch areas.
- f. Other duties as assigned.

Job Requirements

The Kitchen Assistant must:

- a) be able to work independently, have strong problem-solving abilities, follow instructions, and be proactive in implementing solutions.
- b) ability to work in a fast-paced environment.
- c) have a strong work ethic
- d) be in good physical condition and prepared to work in demanding physical environments: must be comfortable bending, reaching, using a ladder, lifting to 50 lbs, and spending several consecutive hours on their feet
- e) willing to obtain a Manitoba Class 5 and Class 4 driver's license
- f) willing to obtain Food Safety certification, Standard First aid and CPR

Strong preference will be given to applicants who has a valid driver's license and reside in Churchill and surrounding communities and to Indigenous applicants.



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