



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 – Summer Snack Program

Nutrition & Community Services

Job Purpose

E4C's Summer Snack Program provides daily snacks to children participating in a number of City of Edmonton Summer Playground Programs. The purpose of the program is to address a gap left by the absence of school snack and meal programs in the summer. This position requires a highly motivated individual with a primary focus on menu planning, inventory control, purchasing supplies and daily clean-up.

Duties and Responsibilities

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

Qualifications

- Post-secondary student with experience in nutrition and food-related services.
- Awareness of food security issues in Edmonton.
- Strong verbal and written communication skills.
- Highly organized.
- Works well independently and as a team member.
- Flexible and reliable
- Committed to working every day for the duration of the program.
- Must enjoy working with diverse groups of people.
- As a condition of employment, must provide a current copy of Police Information Check.

Program Specific

This position may be funded in part by the Canada Summer Jobs program. To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Working Conditions

7 hours per day, Monday to Friday.

Duration: Monday, June 27, 2011 to Friday, August 26, 2011; not including June 30 and statutory holidays.

Salary Scale

Starting: \$13.50/hr

Please submit your résumé to:

E-mail: tandroschuk@e4calberta.org

Fax: 780.425.5911

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