



BGC South East is currently seeking the following position:

Food Service Assistant Position

Job Posting Details:

Location - West End Community Centre (1300 Bath Road)

Hours - 20 - 25 hrs/ week

Must be available evenings and weekends.

Contract - As soon as possible - June 2026

Rate - \$18.00

Overview:

Food Service Assistant will be responsible for supporting our Cafe Manager and other Food Service Assistant staff in the day to day operations of our community café at BGC South East. In charge of keeping a clean and sanitary work space, assisting in preparing meals and assisting customers using our POS system, preparing food and serving.

This position will be in charge of maintaining and developing high quality and sustainable food service operations which is respected and well used by staff, guests and BGC members.

Key Responsibilities:

- Daily planning, preparation and delivery of wholesome and nutritious foods prepared according to the Health Regulations, Canada's Food Guide in consultation with the Supervisor.
- Practice safe food handling techniques in food preparation and storage.
- Maintain a safe and sanitary kitchen, pantry and storage areas.
- Help assist with the sales and revenue generating projects.
- Work with others as an integral part of a team with a diverse range of abilities.
- Serve food to customers.
- Ability to use a Point of Sale (POS) system and handle cash.
- General cleaning required based on Public Health standards.
- Act as a positive role model for BGC South East in the community and with partners.
- Be able to support part time staff when the Cafe Manager is off or away.
- Opening or Closing down the kitchen ensuring all equipment is properly turned off and put away in their

designated locations.



Job Requirements:

- 2 years of kitchen experience required.
- 2 years experience in the food industry.
- WHIMIS/Food handlers certificates upon being hired or plans to do so in a timely manner.
- TDP (TDAP/Adacel/10 year booster) and MMR immunizations must be up to date.
- Criminal Reference Check (including Vulnerable Sector Check) completed within the past 6 months.
- CPR/first aid Standard Level C

Job Specifications:

- Ability to work both independently and with a team with minimal supervision.
- Mentoring and/or coaching abilities.
- Increase overall performance through organization of tasks and teamwork which involves communication and positive attitude impact that motivates and encourages workers.
- Ability to lift up to 50 pounds.
- Enjoy working in a fast paced environment.
- Flexible and adaptable to deal with unpredictable situations.
- Enjoy working in a child/youth friendly environment.

Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

Recruitment Coordinator
hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

*BGC offers all staff a **free** employee assistance program called *Life Works*. LifeWorks is a confidential Employee Assistance Program (EAP) and innovative well-being resource offering support and guidance*

for you and your colleagues.

We thank all those who apply, however only successful candidates will be contacted for an interview.