



We are seeking someone to work at our busy Front Counter Kitchen area. We are looking for someone to work 14 hours weekly with some flexibility.

Responsibilities:

- Plan & schedule all kitchen volunteers weekly
- Provide cash register training, kitchen orientation and Alberta Food Safety training (quarterly) to new volunteers
- Check & maintain inventory in consultation with Head Cook
- Prepare menus on the computer for posting weekly
- Fill-in as needed on Front Counter Kitchen cash

Skills/Experience:

We are looking for someone who possess excellent interpersonal skills, is detail oriented and who is able to work cooperatively as a team member. Previous experience in providing excellent customer service is required. Prior experience working with Seniors and/or Volunteers is an asset.

Qualifications:

Fluency in English, spoken and written is important. Comfortable using Microsoft Office for emailing and preparing menus.

Please send your resume and a cover letter detailing why you would be the best candidate to join our dedicated staff team to ExecutiveDirector@StAlbertSeniors.ca by November 9th, 2018