



**Job Title:** Kitchen Helper  
**Reports to:** Kitchen Chef  
**Employment Term:** Part-Time  
**Work Hours:** Monday-Friday 6:30am-2:30pm, with flexibility for some evening and weekend events  
**Work Location:** 16 Spadina Road, Toronto

### **Native Canadian Centre of Toronto**

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

*Mission:* To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

*Mandate:* To nurture an inclusive environment where all people respect Indigenous knowledge.

*Vision:* The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

*Values:* Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.

### **The Position**

The Kitchen Helper provides assistance to the Chef and Cook with all duties in the kitchen and dining room.

### **Duties and Responsibilities**

- Wash dishes, glassware, flatware, pots and pans using the dishwasher or by hand.
- Ensure dining room is clean before service (tables wiped, floors swept and mopped).
- Help kitchen staff with duties that may include washing, peeling, chopping.
- Use equipment to prepare hot beverages such as coffee and tea.
- Serve customers at counters or buffet tables.
- Wash work tables, cupboards, and appliances.
- Remove trash and clean kitchen garbage containers.
- Unpack and store supplies in refrigerators, cupboards, and other storage areas.
- Flatten and dispose of unwanted cardboard delivery boxes for recycling.
- Sweep and mop floors.
- Clear and clean tables and trays in eating establishment.
- Replenish condiments and other supplies at tables.



- Remove dishes before and after courses.
- Scrape and stack dishes.
- Place dishes in storage area.
- Scour pots and pans, clean and polish silverware.
- Wipe down tables at the end of service, sweep and mop dining room.
- Other related duties as may be assigned.

#### **Qualifications:**

- Current and valid Food Handler Certificate.
- One (1) or more years of experience.
- Knowledge of general kitchen safety.
- Exceptional verbal communication skills.
- Proficiency in a wide variety of preparation methods such as roasting, grilling, steaming, poaching, boiling, and baking.
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics.
- Demonstrated empathy, approachability, and an understanding of others.
- Successful community experience working with both Indigenous and diverse populations.
- Demonstrated ability to earn and maintain trust and show discretion at all times.
- Knowledge and ability to work with standard operating programs (i.e, word, excel).
- Ability to write and communicate clearly and effectively.
- Well organized and able to streamline, prioritize, and manage multiple tasks effectively.

#### **Knowledge/Skills/Abilities:**

- Working in a manner that preserves confidentiality and seeks to minimize risk;
- Experience working within an Indigenous organization or with the Aboriginal community an asset;
- Knowledge of Indigenous Languages and Culture represented in NCCT community;
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders;
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Contributing to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research;



**NCCT**  
NATIVE CANADIAN CENTRE OF TORONTO

16 Spadina Road, Toronto, Ontario, M5R 2S7

416.964.9087

416.964.2111

<http://ncct.on.ca>

***The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.***

***This is a part-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

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

***If this position interests you, and you meet all of the above requirements, please submit your resume and a cover letter at <https://pesceandassociates.talentnest.com/en/posting/177715/location/217528>***

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR Consultants at [nstaffen@pesceassociates.com](mailto:nstaffen@pesceassociates.com) or [lvandenberg@pesceassociates.com](mailto:lvandenberg@pesceassociates.com) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.