



## **Volunteer Cook Opportunity**

### **About Us**

The Jessica Martel Memorial Foundation is a not-for-profit organization which operates Jessie's House, a 35-bed stage all gender emergency shelter for people fleeing domestic violence located (20 KM north of St. Albert). Jessie's House follows trauma-informed practices while serving Sturgeon County including CFB Edmonton, St. Albert, Alexander First Nation, and surrounding communities lacking shelter services. Visit [www.jmmf.ca](http://www.jmmf.ca) to learn more about who we are and what we do.

Volunteer Dates: December 20, 2022 – January 22, 2023

Volunteer Shifts: Mondays 9:00am – 1:00pm; Thursday 9:00am – 3:00pm

Friday, December 23 9:00am – 3:00pm

Wednesday, December 28 9:00am – 3:00pm

Thursday, December 29 9:00am – 3:00pm

Tuesday January 3 9:00am – 1:00pm

Thursday January 5 9:00am – 1:00pm

### **OVERVIEW**

We are looking for additional volunteer support to help us get through the holiday season, which is a busy time of year for us! We are looking for volunteers to help prepare meals for the residents at Jessie's House. Meal preparation is for up to 35 people. Volunteers should be able to lift and carry items (20lbs).

\*\*This position is also open to corporate and community groups.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **GENERAL FUNCTION**

- To provide a welcoming, safe, and clean home environment for the resident families we serve in accordance with established Shelter Policy and Procedures and governed by Provincial Health and Safety regulations
- To follow standardized menus for meal preparation and prepare serve, clean up after meals

#### **DUTIES AND RESPONSIBILITIES**

- Respond sensitively to clients, nutritional, emotional, and physical needs
- Report health and safety concerns to the Deputy Director
- Complete general cleaning duties in accordance with the established cleaning schedule and task lists
- Launder and organize the kitchen and house laundry
- Follow standardized menus for meal preparation and prepare, serve, clean up after meals; attend to client dietary needs as required
- Maintain a high degree of safety, security, and confidentiality at all times
- Perform other related work as assigned by the Executive Director or Deputy Director

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**



- Requirement to work in a busy, noisy environment with many interruptions
- Physical requirements bending, reaching, lifting objects, navigating stairs, lifting groceries
- Requirement to handle unpleasant situations, including cleaning up bodily fluids

#### **QUALIFICATIONS AND CHARACTERISTICS**

- Grade 12 High School Diploma with related experience
- Hospitality industry experience is an asset
- Experience in residential program setting is an asset
- Experience with meal planning and preparing meals for diverse and multi-cultural groups an asset
- Valid Food Safety Alberta Certification is an asset
- Criminal Record Check
- Valid First Aid/CPR Certificate is an asset

Questions? Please send us an email at [hr@jmmf.ca](mailto:hr@jmmf.ca).

If you are interested in volunteering, please send a resume or expression of interest to [hr@jmmf.ca](mailto:hr@jmmf.ca)