

Chilliwack Bowls of Hope Society

Job Posting: Kitchen Assistant

Location: Chilliwack, BC

Position Type:

Part-Time (25 + hours/week) Monday – Friday flexible within 10:30-3:30pm range

Reports To: Culinary Director

Start Date: September 15, 2025

About Chilliwack Bowls of Hope Society

Chilliwack Bowls of Hope Society is a local nonprofit committed to alleviating child hunger and promoting food security in our community. Through our “Feed the Children” program, we provide over 1,100 hot, nutritious meals every school day to local students in need. Our mission extends beyond feeding children—we are also deeply engaged in sustainable food practices, and reducing food waste through our innovative partnerships.

Position Overview

We’re seeking a **Kitchen Assistant** to support the delivery of high quality, nutritious school food in line with the organization's core standards and beliefs. This role combines hands-on food prep with meaningful community impact, reducing food waste, supporting food security, and helping local kids thrive. The **Kitchen Assistant** at CBOH will be responsible for assisting with the preparation and packing of school meals, maintaining a clean kitchen environment and ensuring smooth operation of kitchen equipment and delivery vehicles. The **Kitchen Assistant** will also be engaged in weekly pick up and processing of food donations-- offering a unique opportunity to reduce food waste and contribute to food security in our community!

Key Duties and Responsibilities:

1. Participate in the day-to-day operations of the kitchen for any given shift, preparing and packing products in a timely fashion, and in accordance with specifications of the Culinary Director.
2. Use vacuum sealer to package and label soup for distribution to community partners.
3. Keep the kitchen sparkling—clean sinks, large soup pots, sanitize surfaces, wash worktables, walls, refrigerators and other food prep surfaces, sweep and mop floors, clean laundry and more.
4. Operate commercial dishwasher to clean and sanitize all kitchen pots, pans, trays, containers and utensils as well as soup cambros and camboxes for daily food service delivery.
5. Make sure all food is stored properly when it’s not being used.
6. Ensure that all production required for the following days/week is up to date prior to days off.
7. Collaborate with other kitchen staff and volunteers to ensure smooth operation during service hours.
8. Opens and/or closes kitchen while ensuring completion of assigned duties.

9. Operates all foodservice equipment as necessary and reports malfunctions.
10. Communicates areas in need of attention to colleagues and follows up with supervisor.
11. Pick up food donations from local partners and Community Roots Farm.
12. Remove trash and place it in designated containers. Steam cleans or hoses out garbage and compost cans.
13. Assists in loading, unloading and transfer of supplies, products and equipment between storage and work areas.
14. Assist with fueling and servicing of delivery fleet.
15. Provide occasional delivery of school food meals.
16. Perform other related duties and tasks as required.

What you bring:

Education, Training and Experience:

- 1-2 Years of experience as prep cook, with a good knowledge of kitchen operations.
- High School Diploma or equivalent required
- Food Safe Level 1 required
- Basic First Aid.

Job Skills and Ability:

- Good knowledge of kitchen operational procedures.
- Knowledge of basic sanitation requirements and food handling safety standards.
- Fundamental kitchen skills required: good knife skills, ability to follow recipes, comfortable asking questions when unsure, comfortable working with kitchen appliances.
- Excellent communication skills (verbal, listening, writing).
- Flexible, dependable and dedicated.
- Strong organizational skills and ability to work under pressure to meet deadlines.
- Knowledge of receiving, stock rotation and storage.
- Knowledge of governmental regulations and safety standards (Worksafe BC, WHMIS).
- Ability to stand for extended periods and lift up to 30 lbs.
- Comfortable working in a fast-paced kitchen environment.

General:

- Salary range \$18-\$20/hour, 25+ hours
- Two (2) weeks of paid vacation with additional paid time off during the annual December office closure.
- This position is open to all qualified applicants.
- This position requires successful completion of a criminal record check and drivers abstract.

Why Join Us?

- Work with purpose — Help shape a kitchen that feeds kids, supports volunteers, and fights food waste.
- Make an impact — Every meal you help produce supports food-insecure children in our community.
- Support sustainability — Play a central role in processing fresh produce from our own farm and rescuing food from local partners.
- Work in community — Be part of a passionate team driven by empathy, equity, and action.

How to Apply

Please send your resume and a brief cover letter outlining your interest and relevant experience to:

admin@chilliwackbowlsofhope.com

Application Deadline: Monday September 8th, 2025

We thank all applicants for their interest. Only those selected for an interview will be contacted.