



# Central Community Health Centre

(Serving: St. Thomas, Central Elgin, Township of Southwold)

## Cooking/Baking– Volunteer Position

Hours of Work: Occasionally Monday-Friday

### **1.0 – Summary of Position**

- 1.1 Collaborate with staff and other volunteers in the preparation of meals and baked goods for programs or special events.
- 1.2 Set tables and serve meals and refreshments to clients as needed.
- 1.3 Ensure the cleanliness of dishes, utensils, and all work surfaces before and after use.
- 1.4 Adhere to health and safety regulations to maintain a safe and hygienic kitchen environment.
- 1.5 Respect the confidentiality and privacy of all clients accessing our programs and services.

### **2.0 – Primary Responsibilities**

- 2.1 Ensuring a welcoming and comfortable dining experience.
- 2.2 Maintain the confidentiality and privacy of clients utilizing our services, fostering a respectful and trusting atmosphere.
- 2.3 Accurately record and submit volunteer hours in accordance with organizational procedures.
- 2.4 Demonstrate consistent reliability and punctuality, understanding the impact of these qualities on the success of our programs and services.

### **3.0 – Accountability**

- 3.1 This position reports to the Dietitian and/or Program Coordinator and works collaboratively with all other CCHC staff.

### **4.0 – Qualifications**

- 4.1 Ability to follow recipes and cooking/baking instructions.
- 4.2 Good organizational and time management skills.

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- 4.3 Friendly and positive attitude with the ability to work well in a team.
- 4.4 Commitment to maintaining high standards of food safety and hygiene.
- 4.5 A genuine interest in meal preparation and baking is essential.
- 4.6 Prior experience in meal preparation and baking is highly desirable but not mandatory.
- 4.7 Willingness to undergo Workplace Hazardous Materials Information System (WHMIS) training, if not already certified.
- 4.8 Completion of a Food Handler training program is preferred and will be considered an asset.

### **5.0 — Upholding Standards**

#### **Organizational Beliefs, Values and the Health Promotion Model**

- 5.2 Knowledgeable about the organization's vision, mission, principles, and organizational philosophy, and incorporates these beliefs into everyday work.
- 5.3 Works in a manner that incorporates health promotion and recognizes the determinants of health.
- 5.4 Understands and respects the process by which the community is involved in decision making.
- 5.5 Engages volunteers, participants and/or clients in leadership and/or capacity development opportunities wherever possible.
- 5.6 Works to reduce barriers to access (e.g., transportation, childcare, hours of service, etc.)
- 5.7 Maintains and develops professional competence through appropriate continuing education methods as approved by the Chief Executive Officer
- 5.8 Ensures that use of personal information acquired in the line of duty complies with CCHC's privacy policies.

#### **Organizational Excellence**

- 5.9 Provides a welcoming and supportive environment for participants and individuals served.
- 5.10 Acts with professionalism and courtesy toward participants and individuals served by the CCHC, the public and other staff members.
- 5.11 Works in a manner that preserves, maintains, and respects confidentiality of participants, volunteers, clients, and staff information.
- 5.12 Respects and values the diversity of communities and individuals.

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- 5.13 Contributes to the development and promotion of CCHC in St. Thomas, Central Elgin, and Township of Southwold
- 5.14 Maintains and develops professional competence through appropriate continuing education and/or professional development.

### **Occupational Health and Safety**

- 5.15 Works in a manner that meets all Health and Safety requirements, to ensure a healthy and safe workplace.
- 5.16 Takes and maintains required training (e.g. WHMIS, First Aid).

### **Organizational Duties and Responsibilities**

- 5.17 Works in a manner that promotes and maintains the reputation of the organization and minimizes risk of harm and/or liability to the organization.
- 5.18 Works in a manner that complies with the organization's Personnel Policies and Practices
- 5.19 Contributes to the organization's endeavours to collect, analyze, and report on data, and participate in research.
- 5.20 Contributes to the organization's efforts to secure and maximize resources for current and new programs, services, and activities.
- 5.21 Performs other duties that support the mission/mandate of the organization, as assigned by the Chief Executive Officer or his/her designate.