



Kitchen Aide

Revised: March 18, 2026

Introduction:

Emmanuel Home is an independent/assisted living home for seniors under the direction of the Emmanuel Seniors Living Society, since 1968. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring, and Excellence.

Job Description

Reporting to the Hospitality Manager. The Kitchen Aide has the overall responsibility for the provision of high-quality dining service that takes into account resident dietary considerations and preferences in compliance with applicable food and sanitation regulations.

Primary responsibilities include:

- Assist with basic food preparation including washing, peeling, slicing, and portioning vegetables, fruits, and other food items.
- Support meal preparation by assembling, plating, and serving food and beverages according to kitchen standards.
- Assist with meal service by delivering food to serving areas, replenishing condiments and supplies, and clearing tables and trays as required.
- Wash dishes, glassware, flatware, pots, and pans using a dishwasher or by hand, and ensure kitchenware is properly cleaned, sanitized, and stored.
- Maintain cleanliness of kitchen and dining areas by washing work surfaces, equipment, cupboards, and appliances, as well as sweeping and mopping floors.
- Remove garbage and clean kitchen waste containers to ensure a safe and sanitary environment.
- Receive, unpack, and store food and supply deliveries in refrigerators, cupboards, and other storage areas following food safety practices.
- Stock refrigerators and service areas and assist with monitoring and organizing food supplies.
- Support cooks and kitchen staff with general kitchen duties to ensure efficient food service operations.
- Other duties may be assigned by the supervisor or designate to support operational needs and organizational priorities.

Qualifications

- Minimum one (1) year of experience working in a kitchen, food service, or hospitality environment.
- Food Safety Certification (Food Safe or equivalent) required, or willingness to obtain upon hire.

- Good communication, interpersonal, time-management, and organizational skills.
- Basic knowledge and ability to safely operate kitchen equipment and appliances.
- Ability to work effectively as part of a team in a fast-paced kitchen environment.
- Demonstrates respect, patience, and appreciation for the heritage, values, and wisdom of residents, with a good understanding of the aging process.

Working Conditions

- Work in a fast-paced kitchen environment with exposure to hot surfaces, steam, sharp objects, and cleaning chemicals.
- Requires standing for extended periods, lifting heavy items, and working with various kitchen tools and equipment.
- Flexible hours, including weekends and holidays, may be required.

Notes

The successful candidate will be required to undergo a security screening for working in the vulnerable sector.

Any revisions of the document must be approved by the Director of Operations.

Validating Signature:

DOO:  _____

Approved by DOO: March 18, 2026