

## VCFHS Job Posting | Canada Summer Jobs

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### *Job Title: Kitchen Connect Food Processing Assistant*

Victoria Community Food Hub Society (VCFHS) is a not-for-profit charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. We aggregate and distribute local produce and value-added goods in the region and distribute fresh healthy foods. We support over 80 farms, harvesters, fisheries and processors to bring their foods to the warehouse where it is packed and then distributed to local charities and schools, as well as to homes, wholesalers and restaurants.

We have recently completed the construction of Kitchen Connect: a new food business incubator and processing facility. As part of an integrated food hub, we will combine the food processing infrastructure at Kitchen Connect with the aggregation and distribution network of South Island FarmHub. We are creating adaptable recipes that make use of local produce during seasonal abundance, as well as offer light processing to extend availability of produce through the year. The model strives to further innovative collaboration between food rescue initiatives, food handling, and preparation training.

To learn more about our work, visit <https://www.victoriacommunityfoodhub.com/> or <https://www.kitchenconnectvictoria.com/>

### *Job Description:*

As a Food Processing Assistant, you will connect our community to healthy, local food by supporting food processing and production. You will assist the Kitchen Connect Operations Manager with the day to day running of the processing kitchen and administrative systems of the food hub including health and safety protocols. You will be responsible for following recipes and procedures to process products in the commercial kitchen, following kitchen protocols, ensuring product quality and food safety. You will be trained to safely operate our commercial kitchen equipment so you can process in-house products made from local produce, streamline the light processing line from vegetable washing to light processing, support food makers in the kitchen (occasional), and work with farmers and processors to make the best use of this equipment.

### **Qualifications:**

- Be eligible under Canada Summer Jobs guidelines.
- Applicants MUST be between 18 - 30 years old, and be a Permanent Resident/Canadian Citizen.
- Valid FoodSafe Level 1 certificate (or willing to complete)
- Minimum of two years experience in commercial kitchens, as a cook or prep cook
- Experience operating commercial kitchen equipment
- Experience with food preservation an asset
- Ability to adhere to and document food safety procedures and schedules

- Excellent organizational and time management skills
- Exceptional interpersonal and customer service skills
- Strong verbal and written communication in English
- Ability to work independently and self-guided, as well as part of a team
- Detail-oriented
- A passion for strengthening our local food system and food security

#### **Relevant Field of Studies:**

- Food Science, Culinary Arts, Land and Food Systems, Environmental Sciences.

#### **Responsibilities:**

- Working with commercial kitchen equipment for washing produce and food processing: from light processing to cooking and preparing blended and/or pasteurized products.
- Completing required food safety documentation and tracking
- Maintain clean and safe equipment and kitchen environment
- Support farmers food makers using the kitchen equipment
- Organizing reference manuals and support professionals
- Orienting and training others on kitchen use including health and safety standards
- Occasional order processing, preparation and packing
- Support for events at the Food Hub such as cooking classes, open houses

#### **Working Conditions:**

**Physical Effort:** Standing for long periods of time, lift and move full large cooking pots (20lbs), lift and move up to 30lbs food totes; reach into salad washing tanks and sinks; operate food processing equipment. Sit with arms unsupported while typing (occasional computer work). May be required to work some evenings or weekends.

**Mental Effort:** Focus on a variety of tasks; operate commercial kitchen equipment, produce reports, manage paperwork.

**Work Environment:** Mostly commercial kitchen and warehouse including loading dock. Occasional office setting/home office.

#### **Extra Perks of the Job:**

- Discount on food and produce from the South Island FarmHub
- Networking opportunities with farmers & food processors, the Good Food Network and other social impact organizations
- Flexible and accommodating work schedule
- Training to operate commercial kitchen equipment will be provided



**Applications due:** May 5th 2024 at 11:59PM

**Anticipated start date:** Between May 13 - June 10 2024

**Wage:** \$19-20/hr

**Hours:** Up to 20 Hours Weekly, Part-time Summer Student Position. Flexible hours which may involve daytime and early evenings. The total amount of working hours is 280.

*Please Note: IAF has made a bursary available for student wage top-up. Student must apply by April 30 2024 to be eligible: <https://iafbc.ca/summer-student-farm-worker-bursary-program/>*

**Application details:** Please send your resume and cover letter in one PDF document with your last name as the name of the document. Send to info@crfair.ca with Subject Line: “**Food Processing Assistant - Your Name**” by May 5th at 11:59PM. Please also include how you found out about this job opportunity in your email.

*\*Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.\**