



## Kitchen Assistant

**Location:** Ottawa, Ontario. On-site at our kitchen facilities.

**Position:** Lionhearts is seeking a dedicated and reliable Kitchen Assistant to support our Chef in ingredient preparation, meal packaging, and maintaining kitchen cleanliness. The successful candidate will play a vital role in ensuring the smooth operation of our kitchen activities.

**Who We Are:** Driven by a deep desire to see all people living with human dignity, Lionhearts has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

**Position Description:** The Kitchen Assistant will work closely with our Chef to maintain a clean and organized kitchen space, assist in ingredient preparation, and ensure compliance with food health and safety regulations.

This position is being advertised under the Canada Summer Jobs (CSJ) program. Applicants must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the “Immigration and Refugee Protection Act” and;
- legally entitled to work according to the relevant provincial/territorial legislation

Applicants must also possess a valid Social Insurance Number at the start of employment.

### **Responsibilities:**

- Clean and sanitize all food preparation areas according to established hygiene standards
- Wash and store cooking appliances, instruments, utensils, cutting boards, and dishes
- Assist the Chef in preparing meal ingredients, including washing, cleaning, peeling, cutting, and chopping
- Package completed meals for distribution
- Sweep and mop kitchen floors, and wipe down kitchen walls
- Assist in unloading delivered food supplies
- Organize and store food supplies appropriately
- Transfer meal ingredients from storage areas to the kitchen as per Chef's instructions



- Stir and heat soups and sauces, and prepare hot beverages
- Other duties as assigned

**Requirements:**

- Safe Food Handler's Certification or a commitment to obtain one through our training program
- Knowledge and interest in food
- Ability to stand for extended periods
- Ability to lift 20 kg
- Ability to work in a fast-paced environment
- Team player with excellent organizational and time management skills
- Effective communication skills
- First Aid & CPR training (an asset)

**Wage:** \$19.50/hour

**Term:** Temporary, Full-time, 40 hours/week, 8-week term. The position may require flexibility in work hours.

**Start date:** July 4, 2026

**To Apply:** Please submit your resume, cover letter, and three work-related references to [hiring@lionhearts.ca](mailto:hiring@lionhearts.ca). Include "Kitchen Assistant YOW" in the subject line.

**Application Process:** Applications will be reviewed as they are received, and the posting will remain open until a candidate is selected. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

We are an equal opportunity employer and welcome applicants from all backgrounds. We encourage diversity and inclusion and consider all qualified candidates without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veteran status, or any other legally protected factors.

If you require accommodations due to illness or disability during the application process, please include that in your email application.