

Position: Kitchen Assistant

Location: Kingston, Ontario

Reporting to: Head Chef

Who We Are

Driven by a deep desire to see all people living with human dignity, Lionhearts Inc. 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 Eastern 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 food insecurity.

Position Description

Lionhearts is seeking a dedicated and reliable Kitchen Assistant to support our Chefs with ingredient preparation, meal packaging, kitchen organization, and maintaining a clean and safe work environment. The successful candidate will play an important role in supporting the day-to-day operations of our kitchen and helping ensure the smooth and efficient preparation and packaging of meals.

Key Responsibilities

The Kitchen Helper will work closely with the Chefs to maintain a clean and organized kitchen space, assist in ingredient preparation, and ensure compliance with food health and safety regulations and other duties as assigned.

- Assist with daily food preparation (washing, chopping, portioning ingredients)
- Support catering production and assembly of catering orders
- Assist with deliveries as required
- Package and label products according to Lionhearts' standards
- Maintain a clean and organized workspace
- Follow food safety and sanitation practices
- Assist with stocking, rotating, and organizing inventory
- Support general kitchen operations as needed

Requirements & Qualifications

- This position requires an early and punctual start. Some workdays may begin at 8:00 a.m.
- The ability to work on weekends may be required.
- Ability to lift up to 50 pounds.
- Comfortable working in a physical job for up to 8 hours.
- Ability to stand and work on your feet for extended periods of time.
- Ability to work collaboratively in a fast-paced kitchen environment.
- Ability to work effectively as part of a team while also working independently when required.
- Basic knife skills and the ability to safely use common kitchen equipment.
- Ability to follow recipes, instructions, food safety procedures, and production schedules.
- Strong attention to detail and ability to maintain a clean and organized workspace.
- Ability to prioritize tasks and manage time effectively in a busy kitchen environment.
- Ability to adapt to changing priorities and work efficiently under time constraints.
- Valid Food Handler Certification & valid G Class Driver's license is an asset.

Compensation

\$21.50 per hour

Term / Hours / Location

Casual, part-time (up to 25 hours/week) with opportunity to move into full-time hours, with a 6-month probationary period.

Why Join Us?

You'll be joining a passionate, mission-driven team that believes love is practical and transformational. If you're ready to help build something meaningful and grow alongside a growing organization, we want to hear from you.

To Apply

Please submit your resume and a brief cover letter to **hiring@lionhearts.ca** with the subject line **"Kitchen Assistant"**. Applications will be reviewed on a rolling basis until the position is filled. References will be requested from shortlisted candidates.

Application Process

Applications will be reviewed as they are received. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview. Lionhearts is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact hiring@lionhearts.ca. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.