

Applying for a Job after a Workforce Absence: Kitchen Helper (NOC 6641)

JOB POSTING

Posted to: www.workopolis.com

Eastern Park Community Centre KITCHEN HELPER

We are seeking a responsible and energetic Kitchen Helper to join our cafeteria team. May be required to work some evenings, weekends and holidays. Start date is as soon as possible.

Skills Requirements:

- High School Diploma or GED
- Food Handlers' Certificate
- Must obtain CPR/First Aid Certificate within the first 3 months of employment
- Minimum 1 years' experience preferred but will train
- Work responsibly in a team environment with limited supervision, strong organizational skills

Main Responsibilities:

- Keep kitchen equipment clean and sanitized
- Responsible for cleaning of kitchen equipment, working space, waste cans and trash area
- Able to read and understand food requirements for all dishes
- Monitor and record food temperatures
- Participate in general staff meetings and other meetings as requested
- Inform Supervisor of problems with food delivery
- Other duties as required by the Supervisor

Apply with résumé and cover letter by email to:

Cafeteria Manager, Eastern Park Community Centre

Email: CFManager@EPCC.on.ca

Indicate "Kitchen Helper" in subject of email AND include the website where the position was found. Due to the high volume of applicants, only qualified candidates will be contacted.

Link to Ontario Skills Passport Occupational Profile:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayNocDetails.xhtml?nocid=6641>

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COVER EMAIL

TO: CFManager@EPCC.on.ca
SUBJECT: Kitchen Helper
ATTACHMENTS: 1.John.Martin.cover.docx 2.John.Martin.resume.docx
<p>Dear Cafeteria Manager:</p> <p>I am writing to apply for the position of Kitchen Helper. Please find attached my cover letter and résumé as requested in the job posting found on www.workopolis.com.</p> <p>Thank you for considering my application.</p> <p>John Martin (123) 000-7890 JMartin@mail.com</p>

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COVER LETTER

123 East Park Street
Parkview ON A1A 2B2

[Date]

Sent via email to CFManager@EEPCC.on.ca

Dear Cafeteria Manager:

I am writing to apply for the position of Kitchen Helper. I saw the job posting on the website www.workopolis.com.

I have my GED and have successfully completed the Ontario Food Handler's Certificate. In addition, I just updated my First Aid Certificate two months ago.

While I have been out of the job market for a few years, I am a hard worker and eager to learn as the references I have provided in my résumé will confirm. I believe that I could use many of the skills gained as a volunteer with the Parkview Community Centre food bank program in this position.

I am excited by the possibility of working as part of the team at Eastern Park Community Centre and would be very grateful if you would consider my application.

You can contact me by cell phone (123) 000-7890 or by email JMartin@mail.com

Thank you,

John Martin

John Martin

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RÉSUMÉ

John Martin

123 East Park Street
Parkview ON A1A 2B2
(123) 000-7890, JMartin@mail.com

Education and Training

- Grade 12 GED
- Ontario Food Handler's Certificate
- First Aid Certificate
- Life Skills Training Course, Parkview Community Centre

Skills Profile

- **Organization** – Excellent organizational skills and able to prioritize when faced with a number of tasks
- **Oral Communication Skills** – Friendly, approachable and able to effectively communicate with clients and staff
- **Customer Service** – Interact positively with people of different backgrounds and ages
- **Teamwork** – Excellent team player who works willingly and respectfully with others
- **Strong Numeracy and Reading Skills** – Compiles food box contents and tracks quantities

Experience

- 2014-Present **Parkview Community Centre Volunteer: Our Place Food Bank Program**
Help organize and distribute food boxes for single persons and families.
Help prepare hot lunch program and keep kitchen area clean.
- 2010-2011 **WE-CALL Call Centre Representative**
Answered customer calls and emails efficiently and professionally.
- 2008-2010 **Counter Clerk, Parkview Drycleaners**
Helped customers with dropping off and picking up cleaning and ensuring the bills were correct. Organized incoming cleaning from the main depot.
- 2006-2008 **Food Counter Clerk, Parkview Lanes Bowling Centre**
Provided food and beverage service to make the bowling experience more enjoyable for customers. Responsible for keeping the counter and kitchen area clean.

References

Anna Johannes, Counselor, John Howard Society, Anna@HJS.com
Roberta Maxwell, Program Coordinator, Parkview Community Centre, PC@ParkviewCC.ca