



Meal Preparation Volunteer Position Description
Group or Individuals (3-5)

Location: Blossom Park, Woodstock

Our Mission: Indwell creates affordable housing communities that support people seeking health, wellness and belonging.

Job Summary: Meal Preparation Support will help prepare and serve nutritious meals for a program, either individually or with a group. This position is ideal for individuals or small groups.

Key Responsibilities may include:

- Preparing, or assisting in preparing, a meal for 30+ individuals
- Planning meals according to the weekly schedule, or planning beforehand with the Household Administrator
- Work alongside residents and/or staff as appropriate
- Liaise with staff as required

Reports to: program staff on duty and to Assistant Program Manager

Time Commitment: Two or more hours weekly, bi-weekly, or monthly depending on arrangements

Qualifications: Experience and/or interest in cooking for a large group, familiarity with a commercial kitchen. A warm, pleasant and caring manner with problem-solving ability and dependability. Food handlers' certification is an asset, but not required.

Support: Some training for this position will be provided. In addition, program staff will be available for questions and assistance.

Age Requirement: Adult

Dress Code: modest dress required; close-toed shoes.

Other Requirements:

- Familiarity with Canada Food Guide is an asset
- An empathetic and non-judgmental approach
- A willingness to work within professional boundaries
- Ability to maintain confidentiality
- Ability to work well independently and as part of a team
- Police clearance (vulnerable sector check) with results acceptable to Indwell
- Own transportation
- Agreement with Indwell's Code of Conduct and other policies and procedures
- References acceptable to Indwell