



Alberta Aviation Museum  
11410 Kingsway NW  
Edmonton, Alberta  
T5G 0X4

## **Kitchen Assistant**

### **Volunteer Role Description**

**Summary:** Under the direction and supervision of the Head Cook, the Kitchen Assistant performs a variety of routine kitchen tasks in preparing and serving lunch for volunteers and staff. Volunteers make an amazing contribution to our museum and assist in achieving our vision, mission and goals.

**Supervisor:** The Head Cook.

**Time commitment:** Tuesdays and Thursdays from 11:00 am to 1:00 pm. Minimum of 25 hours per year.

#### **Responsibilities may include, but are not limited to:**

- Handle cash transactions.
- Ensure utensils, napkins, serving spoons, etc. are stocked and ready for lunch.
- Prepare coffee.
- Serve soup and other hot lunches.
- Assist with food preparation as needed.
- Maintain a clean workspace by cleaning the kitchen area.
- Clear tables and wash dishes.

#### **Requirements for this position:**

- The ability to follow directions and work independently when required.
- A positive attitude and strong work ethic.
- Be dependable and committed to carrying out your role to the best of your abilities.