

On-Call / Casual Kitchen Helper
Job Posting Number: 2025-002

The FCJ Retreat and Conference Centre is seeking an **On-Call / Casual Kitchen helper** to join our team.

FCJ Centre is a Catholic, non-profit, ministry of the Society of Faithful Companions of Jesus (FCJ). The FCJ Centre has a staff of 20-25 people, full-time, part-time, and casual employees who serve in the areas of retreat ministry, maintenance, housekeeping, kitchen, and the business office.

Purpose:

To support the kitchen team by assisting with food preparation, dishwashing, and maintaining a clean, safe, and welcoming kitchen and dining environment.

Working hours: *Various days and shifts – primarily late afternoon to evening*

Location: 219 19 Ave SW, Calgary

Wage: \$15.75 – \$16.50 per hour, *depending on experience*

Key Responsibilities:

- Operate a high-temperature commercial dishwasher to wash and sanitize dishes, utensils, and cookware
- Assist cooks with basic food preparation tasks as needed
- Clean kitchen surfaces, equipment, and floors
- Restock dining area supplies and assist with setup or cleanup during meal service
- Follow food safety and hygiene protocols at all times
- Attend general staff meetings, training sessions, and workshops when required

Qualifications:

- Previous experience in food handling, dishwashing, cleaning, or kitchen support roles preferred
- Familiarity with cleaning materials and commercial kitchen equipment
- Strong work ethic, dependability, and a team-oriented mindset
- Ability to adapt to changing duties and schedules
- Good communication skills and ability to follow written and verbal instructions in English
- Physically able to meet job demands, including standing for extended periods, lifting, bending, and repetitive tasks

Why Join Us?

Be part of a mission-driven charitable organization that fosters hospitality, community, and care. This is a great opportunity for those looking for flexible, part-time work in a meaningful setting.

Qualified applicants are invited to submit their cover letter and resume, in response to this ad,

To:

Whitney Nagasan

jobs@fcjcentre.ca

All applications received on or before **Sunday, June 15, 2025, 1pm** will be given careful consideration.

Interviews will be scheduled for the week of June 16, 2025, with on-the-job training commencing shortly thereafter for the successful applicant.

Job Types: Casual/ On-Call