



**The HUB Child & Family Centre
External Job Posting for
Cook – Base 31 Child Care Centre**

Position Summary:

The HUB Child & Family Centre (The HUB) has served the children and families of Prince Edward County since 1989. We are dedicated to providing quality licensed child care and early learning through programs and services that focus on children infant to 13 years old.

Reporting to and working with the Base 31 Manager, the Cook will be responsible for the safe and efficient planning of lunch and snack menus in accordance with Canada's Food Guide, the ordering and purchasing of groceries to implement menus, and the daily preparation and cooking for the children attending program. You will be on the floor and will be required to supervise children as needed. This posting is for an existing vacancy.

Hours of Work: Monday through Friday, 30-40 hours per week

Wage: \$21.00 - \$24.00 per hour, depending on previous experience.

Requirements:

- Knowledge of Canada's Food Guide, special dietary restrictions, food allergies and label reading.
- Experience with menu planning and purchasing an asset.
- Current Food Handler Course.
- Clear Vulnerable Sector Check.
- Up-to-date immunizations as required by Southeast Public Health.
- Up-to-date First Aid/CPR-C Certification.
- Reliable transportation, valid Ontario Driver's license and reliable vehicle an asset.
- An advocate for diversity, equity, and inclusion.
- Strong communication skills, both oral and written.
- Must be reliable, flexible, and effectively work in a self-directed environment.
- College level certificate or diploma in a related field an asset.
- Experience in a child care setting an asset.

Please submit resume with cover letter to Katherine at katherinej@thehubcentre.ca

