

The HUB Child and Family Centre
JOB DESCRIPTION

CHILD CARE COOK/ASSISTANT

August 2018

Classification: Part Time

Position Summary: The Child Care Centre Cook is responsible for menu planning, purchasing of groceries and supplies and daily preparation of nutritious meals and snacks served to the children enrolled in the two centres. The kitchen is to be managed and the work of the cook is to be conducted in strict compliance with the Health Department, Child Care and Early Years Act and all other applicable legislation. The cook works in consultation with the Centre's Child Care Manager to ensure the smooth operation of the kitchen and its coordination with the other programs of the centre.

Qualifications:

- Post secondary culinary training preferred.
- Experience as a cook, preferably in a child care centre setting.
- Familiarity with planning and implementing menus around the Canada Food Guide.
- Ability to work in a positive and productive manner within a team.
- The ability to relate well to children, staff and parents is essential.
- Valid safe Food Handlers Certification Standard First Aid and CPR.
- Vulnerable Sector Criminal Record Check and up to date immunization.

Duties and Responsibilities: All duties and responsibilities are to be carried out in a timely and accurate manner.

A. KEY AREA – KITCHEN

1. Advance planning of lunch menus and snacks in accordance with the Canada Food Guide; posting of menus for parents and staff.
2. Conduct housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times.
3. Deliver and collect lunch./snack trays to/from all on-site programs.
4. Complete clean-up after each meal.
5. Meets with health inspector as required to ensure kitchen and practices are in compliance with the City's health code.
6. Regular inventory of kitchen equipment and supplies.

B. KEY AREA: ORDERING/PURCHASING

1. Purchase all groceries in order to implement the planned menus, in consideration of the centres food budget and in consultation with the Child Care Manager.
2. Unpacking and checking of orders.
3. Follow established procedures regarding forwarding of all receipts related to purchases.

The HUB Child and Family Centre
JOB DESCRIPTION

Child Care Cook/Assistant

Page 2

C. KEY AREA – PROGRAM SUPPORT

1. Establish and maintain open communication with parents regarding children's dietary restrictions, allergies, etc.
2. Assist in administration of first aid, as required.
3. Participate in fire drills and other emergency procedures as necessary.
4. Assist on occasion in the child care programs as required by the child care coordinator in order to enhance or maintain child-staff ratios.
5. Assist with garden project and its learning opportunities.
6. Inform and provide education opportunities for parents, staff and children regarding healthy eating.
7. Attend staff/ program meetings as required.
8. Attend professional development and other relevant training opportunities when available.
9. Other duties; participation in special events as assigned by the Centre Child Care Coordinator.
10. Assist the centre Child Care Manager in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards.