
**Centre pour enfants Timiskaming Child Care
Job Description**

Association: Centre pour enfants Timiskaming Child Care

Position title: Cook

Job Summary:

Working under direction of the Child Care Manager and the Supervisor, the Cook will be responsible to provide healthy, balanced, varied diet for the children attending the child care centre. The Cook may also be responsible for filling in for Child Care Staff in the Toddler and Preschool rooms as required throughout the day.

Duties and Responsibilities:

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Centre pour enfants Timiskaming Child Care.
- Maintain the health and safety of themselves and others at all times.
- Prepare and cook nutritious meals that are appropriate for children 18 months to 4 years.
- Prepare and cook nutritious snacks that are appropriate for children 4 to 12 years of age.
- Inspects food being prepared to ensure proper quantity, quality, and handling; cooks, prepares, and handles food.
- Operates a variety of kitchen equipment (e.g. oven, mixer, kettle, etc.)
- Adjusts recipes to volume of demand.
- Inventories and maintains necessary supplies and good for assigned meals.
- Leads and participates in the storage and utilization of leftover ingredients and products, rotate stock.
- Prepare meals and snacks in a timely manner that fits the Centre's routines.
- Provide for/or supplement alternative foods/beverages for children with allergies or special food / dietary requirements.
- Have knowledge and understanding of the nutritional standards set by Centre pour enfants Timiskaming Child Care and the Timiskaming Health Unit.
- Evaluate the menu on a regular basis, providing a variety of healthy meal options.
- Document all menus and recipes used by the child care centre.
- Coordinate with the Centre's Supervisor the purchasing of food and supplies.
- Be aware of the food budget including choices of food and use of purchases.
- Submit invoices and receipts to the Child Care Supervisor in a timely manner.
- Maintain sanitary and inviting kitchen work spaces and eating areas.
- Ensure food handling standards and quality guidelines are adhered to at all times.
- Promote high quality health and safety for adults and children.
- Perform laundry duties in relation to kitchen articles and assist in other laundry duties of the Centre.

- Provide assistance to the Child Care Staff regarding food and cooking experiences for children.
- Involved in special events which require preparation and or organization.
- Involve children in kitchen activities as appropriate.
- Demonstrate skills for effective communication with children/colleagues and families.
- Demonstrate confidentiality, respect and trust.
- Always follow positive guidance strategies when communicating with the children.
- Attend agency staff meetings and team training.
- Participate in professional development
- Work in the Toddler and Preschool rooms as needed throughout the day. A schedule will be provided by the Supervisor.

Qualifications:

- Ability to work with chemical substances contained in cleaning supplies.
- Ability to stand for extended periods of time to work at the height of the children.
- Willingness to work in conditions involving exposure to: bodily fluids, infectious diseases, frequent high noise levels and inclement weather.
- Experience working with children and their families in a play setting.
- Ability to communicate effectively orally and in writing with children, parents, staff, teachers, other agencies and the public.
- Ability to maintain co-operative working relationship with children, parents, co-workers and volunteers.
- Ability to work independently and manage time and workload. Non-routine situations referred to supervisor.
- Ability to use professional judgment on a daily basis within guidelines established by government, regional and program policies. Consults/reports non-routine situations to supervisor.
- Ability to maintain confidential information when required.
- Ability to lift/carry/move moderately heavy and or awkward items and children.
- Ability to maintain control in frustrating situations.
- Ability to work overtime or irregular hours when necessary.
- Required to hold a valid Ontario drivers license with a clean driving record.
- Knowledge of the Occupational Health and Safety Act., Nursery Act, and the Child and Family Services Act and the ability to meet the specification of these Acts and any other regulations that apply to this work i.e. Health, Fire Dept.
- Knowledge of practices, methods, and procedures of large-scale food preparation.
- Food values and nutrition.
- Personal hygiene, sanitation and safety precautions.
- Care and use of kitchen utensils and equipment
- Record keeping.
- All other duties assigned by your supervisor.

Minimum Education Requirements:

- Holder of valid standard C.P.R and First Aid Certificate.
- Holder of a Safe Food Preparation Certificate.
- Experience working in a child care setting.
- Ability to communicate in both official languages.