

Cook's Job Description

Position Title: Cook

Responsible to: Supervisor and Directors

A. Qualifications:

- Have a minimum of a level one child care assistant certificate
- Hold a valid first aid certificate
- Adhere to an intervention record check and criminal record check (re-new every three years)
- Respect and observe confidential nature of the position to ensure privacy of individuals
- Hold a valid food handlers permit

B. Job Description:

Under general supervision, the cook will plan, prepare and document all meals for the Children's Centre and perform related work as required.

The cook will ensure that all meals follow the current Canada Food Guide and ensure that all children's dietary requirements are adhered to.

The cook will oversee the operation of the Children's Centre kitchen, including meal planning and preparation, food distribution to rooms, record keeping in relation to menus, and all cleaning in relation to adhering to food handling and public health regulations.

C. Duties and Responsibilities:

- Prepare nutritious meals and snack for enrolled children, prepare substitute items for children on restricted diets and adhere to the current Canada Food Guide
- Distribute food to the classrooms
- Practice safe food handling techniques in food preparation and storage (i.e. ensure that hot foods are kept hot and cold foods are kept cold at all times)
- Plans for and purchases all food and necessary supplies needed to provide food service
- Keeps a daily record of menus
- In collaboration with the Program supervisor and Director, develops weekly menus to meet Canada food Guide requirements
- Maintains a safe and sanitary kitchen, pantry and storage areas; wash items used for food preparation and serving utensils and surfaces are sanitized after each use
- Attend staff meetings and in-house workshops as required
- Maintain a current food handler permit and a valid first aid certificate
- Minimum child care relief within the rooms as required
- Provide support and direction to volunteers with CMA that work in the kitchen or classes weekly