

Job Description Cook

Job Summary: The Cook is responsible for all aspects of healthy food preparation in consultation with the Lead Cook.

Responsible to: Child Care Supervisor/designate

Vision: Children and families are the heart of our future

Mission: Engaging children and families in fostering a healthy future for our communities.

Core Competencies: Work in alignment with OCOF/Nena's Program Statement:
 ➤ **Development** **Inclusiveness** **Collaboration** **Excellence**

Duties and Responsibilities:

1. Plan, implement and review menus in accordance with the organization's philosophy and program goals, Canada's Food Guide, Food Handler's Training and Certification Program, Public Health Sudbury & Districts, and the Child Care and Early Years Act.
2. Prepare meals suitable for different occasions in consultation with team members and other cooks.
3. Post menus to allow parents to refer to it on a regular basis.
4. Plan menus adapted to the needs of children who have special dietary restrictions (food allergies and intolerances, special dietary requirements [vegan, vegetarian, diabetic, etc.], religious reasons [halal, etc.]).
5. Keep a daily journal of changes and adjustments made to the regular menu.
6. Prepare all food in accordance with accepted health practices.
7. Purchase food and kitchen supplies.
8. Store food items appropriately.
9. Review menus regularly with the Lead Cook.
10. Have a list of children's allergies posted in the kitchen and review daily.
11. Be mindful of budget allocations and take advantage of sales.
12. Follow purchasing guidelines set forth from the Public Health Sudbury & Districts and the Joint Health & Safety Committee.
13. Ensure that utensils, dishes and all other food preparation tools are washed and sanitized.
14. Clean and disinfect counters and sinks before and after each use.
15. Sweep and wash kitchen floor daily and as spills occur.
16. Wash and dry kitchen laundry daily and when soiled.
17. Decorate and maintain bulletin board on nutrition for children and parents.
18. Oversee and evaluate the work of students and volunteers who assist in the kitchen.
19. Follow the Child Care and Early Years Act and all other regulatory requirements.
20. Follow the organization's policies and procedures.
21. Attend regular team meetings.
22. Participate in the annual performance review process.
23. Maintain regular attendance and punctuality.
24. Provide support for special events.
25. Maintain confidentiality at all times.
26. Be a positive role model.
27. Promote a team approach in all areas of the work environment.
28. Continue professional development by attending workshops, conferences, information sessions and courses.
29. Other job related duties as assigned.

Qualifications:

1. Post-secondary education in the Food Service Industry is an asset.
2. Minimum of six months' experience in related field is an asset.
3. Food Handler's certificate.
4. First Aid and Cardiopulmonary Resuscitation (CPR – Level C) certificate.
5. Must be 18 years of age or older.
6. Must provide a current satisfactory Vulnerable Sector Criminal Record Check (within the last 6 months).

Skills:

1. Excellent interpersonal and organizational skills.
2. Excellent verbal and written communication skills in both official languages, where required.
3. Time management and critical thinking skills.
4. Decision making and problem solving skills.
5. Work independently and as a team member.
6. Conflict resolution skills.
7. Some knowledge and understanding of the Child Care and Early Years Act and licensing regulations preferred.

Because of the changing nature of work and work to be done, the qualifications may be adjusted from time to time.

Working Conditions:

- Ability to lift up to 40 lbs.
- Ability to do the following: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking, and running.
- Standing for prolonged periods of time.
- This position requires considerable flexibility.
- Requires some evening and weekend work for training and events.
- Interaction with children, family members, and community partners.
- Noise level can be moderate to loud.
- This position requires access and use of a vehicle and a valid Ontario's driver's license.

Our Children, Our Future/Nos enfants, notre avenir is a fragrance-free and smoke free work environment.