

Job Posting Cook

Starting Salary: \$22.00 per hour

Location: Various Sites

Various Employment Terms Available:

- Permanent Full-Time (30-35 hours per week)
- Permanent Part-Time (5-29 hours per week)
- Casual (on-call – hours not guaranteed)

This position is based on a Monday – Friday schedule with occasional evenings as per organizational requirements.

OCOF/Nena maintains an ongoing recruitment pool for qualified professionals who are passionate about early learning, inclusion, and community impact.

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

Job Summary:

The Cook is responsible for planning and preparing nutritious meals and snacks for children in accordance with Canada's Food Guide, Public Health guidelines, and the Child Care and Early Years Act (CCEYA). This role ensures safe food handling, menu planning that accommodates allergies and dietary restrictions, kitchen cleanliness, and regulatory compliance. The Cook collaborates with the child care team, maintains accurate food records, manages kitchen inventory and purchasing within budget, and supports a safe, inclusive, and health-focused environment for children and families.

Qualifications and Skills:

I. Education & Certificates

- Post-Secondary education in the Food Service Industry is an asset.
- Must be 18 years of age or older.
- Current Standard First Aid and CPR Level C (or willingness to obtain)
- Food Handlers (or willingness to obtain)
- Current Satisfactory Vulnerable Sector Criminal Record Check (within the last six months)
- Valid "G" Ontario driver's license and access to reliable transportation (required).

II. Experience

- Previous experience in a licensed child care setting an asset.
- Some knowledge and understanding of the Child Care and Early Years Act and licensing regulations preferred.

III. Skills

- Ability to work fluently, orally and in writing, in both official languages, French and English, required at some locations.
- Excellent interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Time management and critical thinking skills.
- Decision making and problem-solving skills.
- Work independently and as a team member.
- Conflict resolution skills.

Additional Considerations:

- **Travel: This position will require a reliable vehicle for local travel for grocery shopping.**
- Work conditions include ability to lift up to 40 lbs, ability to do all of the following: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking and running.
- Standing for prolonged periods of time.
- This position requires considerable flexibility.
- Interactions with children, family members and community partners.
- Noise level can be moderate to loud.

How to Apply:

Please submit cover letter and resume by email to our HR department, or apply through the Careers page on our website:

By Email: Hiring@ocof.net

Equity, Accessibility & Recruitment Transparency:

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.