



Municipality of Mississippi mills.

Job Description:

Job Title: SUPPLY Cook	Revised: March 1/2023
Department : Mississippi Mills Childcare Services	
Date: March 1/2023	

Directly responsible to : Director/Childcare Manager

Indirectly responsible to: Kitchen cook

Location: 110 Paterson street or 208 State Street , Almonte ON.
K0A 1A0

Main Purpose:

To implement the meal plan designed by main cook which includes nutritious snacks and meals for children of various ages. Adheres to policies and procedures set out by the Childcare and Early years Act and Health unit regulations. Performs housekeeping duties as per job description. Occasional Preparation of food and transportation between locations should it be necessary.

Key responsibilities:

Cooking:

1. Prepare nutritious meals for up to 73 children at the State street location and up to 63 children at Holy Name of Mary. (infant – Preschool)
Snacks: prepared for all children
2. Prepares separate meals for children with allergies and food restrictions,(vegetarian/gluten free etc) and is aware of location of emergency medical plans/food allergies and restrictions.

3. Ensures that food is served at proper temperatures according to the health guidelines.
4. Will consult with the cook prior to a shift at to determine menu and / or supplies required
5. Accepts delivery of food products and signs off
6. Labels all foods for proper storage
7. Ensures menus are posted
8. Sets up food trays /tables and delivers to teachers as required
9. Washes and sanitizes dishes /fridge/stove and ensures kitchen meets health board requirements
- 10 Ensures that health and safety policies and procedures are followed.

Housekeeping:

1. Maintains clean and sanitary conditions in the kitchen and storage area.
2. Stores food supplies when they arrive
3. Washes and sanitizes dishes/fridge/stove and ensures kitchen meets health unit regulations
4. Prior to departing ensure kitchen floors are swept and kept clean of debris/water
5. Ensures that large and small appliances are properly cleaned after use.
6. Launders hand towels and kitchen linen as required.
7. Mixes proper ratio of cleaning solution for kitchen counter disinfectant daily

General:

1. Brings Health and safety concerns to the Head Teacher/Directors attention when necessary
2. Complies with the policies and procedures of the Childcare Centre and municipality
3. Be a positive role model to the children in manners, tone and interactions



4. Maintains confidentiality of the information pertaining to children, families and staff

Educational experience skills/training

1. Cooking diploma or equivalent an asset
2. Valid Food handlers' certificate
3. Standard first Aid/CPR C mandatory
4. Current Police Vulnerable Sector Check
5. WHMIS training
6. Health and Safety in the workplace training
7. Experience working in group settings for young children an asset
8. Experience cooking vegetarian meals and special diets an asset
9. Updated immunizations (booster) including proof of vaccination for COVID
10. Good organizational and interpersonal skills