



## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>COOK</b>
<b>DEPARTMENT:</b>	<b>CHILDCARE SERVICES</b>
<b>CURRENT ISSUE:</b>	<b>JULY 2023</b>
<b>NEXT REVISION:</b>	<b>JULY 2028</b>
<b>AFFILIATION:</b>	<b>NON-UNION</b>

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### **POSITION SUMMARY:**

Reporting directly to the Director of Childcare Services and under the supervision of the Head Teachers and the Cook will ensure compliance with the Child Care and Early Years Act 2014 and Public Health Department regulations while planning, ordering and preparing meals for the children enrolled in the Childcare and School Age Programs. Maintaining the premises in a sanitary condition and a high level of knowledge of dietary restrictions contributes to the overall effectiveness of the organization.

### **DUTIES AND RESPONSIBILITIES:**

1. Working within Canada's Food Guide to review and develop menus that meet nutritional requirements of the children.
2. Creates menus that provide a variety of age appropriate food choices, in proper quantities, and are scheduled to rotate on a 3 or 4 week basis, with the season. Special occasion menus will also be planned in advance. (Thanksgiving/Christmas etc...)
3. Accommodation of children's individual food allergies/restrictions/sensitivities, ensuring no cross contamination and preparation is in compliance with the safe food handlers guidelines.
4. When possible, meals will be homemade and prepared to ensure maximum nutritional value.
5. Current menu be posted at all times in kitchen, parent board and all food serving areas
6. Prepare and set up meals for distribution for the various programs as required.
7. Maintains confidentiality of information pertaining to children and families.
8. Initiate changes to improve on going cost effectiveness and efficiency in the kitchen
9. Prepare, order and put away deliveries; ensuring adherence with approved budget, minimizing food waste.
10. Ensures proper sanitation of kitchen, equipment, utensils and surfaces and maintains a cleaning schedule and record of completion for all kitchen and kitchen items (fridge, bedding, cupboards, counters, floors, fan, items under table, island etc.)
11. Appropriate use and storage of all cleaning supplies.
12. Maintaining records as required in the following areas: menus, informing staff of changes to the menu for entry into their daily log, expenditures, written food orders to be placed, from where, when, written instructions for meal preparation, etc.

13. Attending and actively participating in team and staff meetings, as well as attending professional development activities, Centre planned activities.
14. Trains and orientates supply staff when required
15. Other duties as assigned

**QUALIFICATIONS:**

- Current Certified Food Handlers Certificate
- Chef Diploma/Certificate
- Ability to meet the physical demands of the position
- Previous experience as Cook and working with special menus preferred.
- A clean Vulnerable Sector Criminal Record Check valid within the last 6 months upon hire, and an annual attestation there afterwards
- Current Standard First Aid Certificate, including Infant/Child CPR Level C
- Up to date on all required immunizations
- Good organizational and interpersonal skills

**PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Director of Childcare Services.

**TITLE**

**SIGNATURE**

**DATE**

Director of Childcare Services

\_\_\_\_\_

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**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COOK - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position	X			
Standing – remaining on one’s feet in an upright position without moving about or combined with walking				X
Walking – moving about on foot on level or uneven surfaces			X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X	
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.	X			
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.	X			
Reaching – extending hands and/or arms below, at or above shoulder height			X	
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping				X
Fingering – manipulating objects using the key, palmar or tip inch grip positions.			X	
Lifting	Under 10 lb. (4.5 kg)			X
	10 – 20 lb. (4.5 – 9.0 kg)			X
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X	

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, raking, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

#### WORKING RELATIONSHIPS

<b>Internal</b>	Director of Childcare, Head Teacher, Childcare and School Staff
<b>External</b>	Parents, Children, Suppliers, Ministry of Education, Health Unit

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders		X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses/Public						Supporting referred-in workload		

#### ENVIRONMENTAL DEMANDS:

The cook prepares food in an approved kitchen with minimum distraction except for food deliveries and staff requests for additional supplies. The cook needs to prepare food for several children with

various dietary allergies and/or restrictions and set up food bins accordingly. The ability to lift food items and stock items is required. The cook must also maneuver rope on dumb waiter to ensure food is brought up to the second floor twice daily ( State Street only).

**WORKING CONDITIONS:**

This position is required to work 40 hrs (full-time) in a designated kitchen. However, additional work may be required to complete special requests or projects. After hours meeting attendance or travel between sites may be required in or to deliver meal/snack items to school aged children. Temperature may vary in the kitchen due to amount of oven use.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES:** No

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

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Departmental Manager

REVIEWED BY:

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Human Resources

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Incumbent