

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department  
Children's Early Years Division  
Wellington Place (Centre Wellington) Child Care  
and Learning Centre  
Requires a  
**Permanent Part Time Cook**

This position reports to the Manager of Directly Operated Programmes and the Child Care Centre Supervisor and is responsible for the daily preparation of meals and snacks for children attending the Centre. Duties also include, but are not limited to, purchasing and storing adequate food supplies, keeping records of purchases, and cleaning the kitchen area. This position works approximately 42.5 hours bi-weekly.

### The minimum qualifications for this position include:

- High school graduation, plus an additional Food Handler Certification programme.
- Over six months related experience in food preparation services, with full knowledge of Canada Food Guide requirements.
- Knowledge of the Child Care and Early Years Act, Early Childhood Educators Act, Public Health, Health and Safety, and other related legislation.
- Child care centre experience would be considered an asset.
- Valid standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)
- Ability to apply established methods or procedures, such as adapting meal plans based on dietary needs.
- Ability to manage food stores and supplies.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Excellent knowledge of computers, software, programmes and databases.

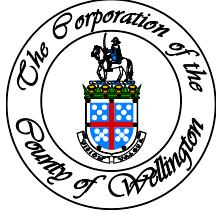
**This position offers a benefit package and an hourly range of: \$25.40 to \$29.62 (2019 Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #089-19** by **Thursday, June 13 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Cook	<b>Reports to:</b> Child Care Centre Supervisor
<b>Department:</b> Social Services	<b>Division:</b> Child Care Services
<b>Effective:</b> September 2002	<b>Revised:</b> July 2014

### **BASIC FUNCTION:**

This position reports to the Manager of Directly Operated Programmes and the Child Care Centre Supervisor and is responsible for the daily preparation of meals and snacks for children attending the Centre. Duties also include, but are not limited to, purchasing and storing adequate food supplies, keeping records of purchases, and cleaning the kitchen area.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Child Care Centre Supervisor, the Cook has the following duties and responsibilities:

- Ensure that all legislative requirements and Food Handling Practices are maintained at all times.
- Ensure that all meals, snacks and beverages meet the recommendations set out in the Canada's Food Guide.
- Ensure that all preparations are in accordance to any allergies or food restrictions that have been reported at the Centre.
- Work with families, staff and Supervisor through the process of restricted dietary needs and introducing new foods.
- Adjust food portions and presentations according to the applicable age group.
- Ensure adequate food supplies are maintained while ensuring costs remain within the set budget.
- Keep accurate records of all food serving temperatures, storage temperatures, sanitizing temperatures, purchases and appliance maintenance.
- Monitor for notification of food recalls and adapt menus accordingly.
- Ensure cleaning of kitchen area including counters, dishes, floors and laundry.
- Assist with other tasks, including the supervision of children and answering phones as required.
- Conduct consistent Behaviour Guidance in accordance with the Child Care and Early Years Act and County of Wellington's Directly Operated Programme policies.

**ACCOUNTABILITY:**

Actions in this position could result in significant loss of time or resources and cause some embarrassment within the department. This position must be able to safely prepare all foods in accordance with Child Care and Early Years Act, Food Handler's Certification and the Canada's Food Guide, while ensuring children's individual dietary restrictions are met.

**PHYSICAL EFFORT AND WORKING CONDITIONS:**

- Physical activity is heavy and of intermediate duration, such as lifting trays, stooping, kneeling and unloading.
- Work is performed in an environment with regular exposure to minor conditions or hazards, such as odours, steam and sanitizers.

**CONTACTS:**

This position explains and exchanges information with the following:

**Internal:** Social Services Staff at all levels.

**External:** Children, Parents/Guardians/Families, Agencies, Community Services, Students, Volunteers, Municipal and Provincial Staff, Grocery Suppliers, Appliance Maintenance Companies.

**MINIMUM QUALIFICATIONS:**

- High school graduation, plus an additional Food Handler Certification programme.
- Over six months related experience in food preparation services, with full knowledge of Canada Food Guide requirements.
- Knowledge of the Child Care and Early Years Act, Early Childhood Educators Act, Public Health, Health and Safety, and other related legislation.
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- Ability to maintain confidentiality.
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**CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education
- Proof of Food Handler Certification
- Valid standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)

- Up-to-date Immunization Record