

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Cook	
Department:	Daycare	
Reports to (Title)	Manager of Vanastra Early Childcare Learning Centre	
Job Description last updated on (Date):	June 14, 2024	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Part-Time, Permanent
Primary Work Location	Vanastra Early Childhood Learning Centre
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	20-30 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week
Benefits:	OMERS? OPTIONAL Group Benefits? NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
Responsible for the daily preparation of meals and snacks for children attending the Centre, and all other food related duties, including menu preparation, food inventory, food storage and cleaning of kitchen area.	
1.	Scope of position
<ul style="list-style-type: none"> i. Responsible for Daily preparation of all meals and snacks for the children in the Centre and the collection of meal dishes, cleaning/sanitizing kitchen and dishes after each meal ii. Responsible for menu preparation, food ordering and inventory for the Centre. iii. Ensures all Public Health measures are being met in terms of Safe Food Handling practices iv. Adheres to Centre and legislative policies and procedures. v. Maintaining a clean and organized kitchen vi. Must be comfortable working and being around children, as coverage will be required in program during sleep time (for 1 hour) 	

2. Key Responsibilities	
<ul style="list-style-type: none"> i. Prepares daily meals and snacks, as well as special occasion meals for the Centre. ii. Ensures that all meals, snacks and beverages meet the recommendations set out in Canada's Food Guide. iii. Adjusts food portions and presentations according to the applicable age group. iv. Ensures that all preparations are in accordance to any allergies or food restrictions that 	

- have been reported to the Centre; work with families, staff and Manager through the process of restricted dietary needs.
- v. Active participant in creating seasonal menu with the Manager
 - vi. Responsible for purchasing and maintaining an adequate food supply while ensuring costs remain within the set budget.
 - vii. Ensures the safe storage and handling of food and equipment.
 - viii. Monitors for notification of food recalls and adapt menus accordingly.
 - ix. Keep accurate records of all food serving temperatures, storage temperatures, sanitizing temperatures, purchases and appliance maintenance.
 - x. Responsible for keeping kitchen, equipment and storage area clean, sterilized, tidy and in good working order.
 - xi. Performs other duties as assigned.
 - Ability to cook meals and bake from scratch;
 - Must be able to accommodate dietary restrictions and/or allergies;
 - Provide sleep room supervision and coverage when assigned.

SECTION A: SKILLS

1.	Knowledge								
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)								
	<ul style="list-style-type: none"> • High School Diploma 								
b)	Formal Training (designation(s) or certification(s)) required:								
	<ul style="list-style-type: none"> • Food Handler Certification • Maintain clear Vulnerable Sector Reference Check • Must possess and maintain a valid Class G Driver’s License • First Aid with CPR and AED (or willing to obtain) 								
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.								
	<ul style="list-style-type: none"> • Minimum of two (2) years of experience in food handling and preparation. • Experience working with job related software (Microsoft Office). 								
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management</td> <td style="width: 50%;">Teamwork</td> </tr> <tr> <td>Adaptability</td> <td>Confidentiality</td> </tr> <tr> <td>Computer knowledge/skills</td> <td>Communication skills</td> </tr> <tr> <td>Food Costing Knowledge</td> <td>Organization/Planning Skills</td> </tr> </table>	Time Management	Teamwork	Adaptability	Confidentiality	Computer knowledge/skills	Communication skills	Food Costing Knowledge	Organization/Planning Skills
Time Management	Teamwork								
Adaptability	Confidentiality								
Computer knowledge/skills	Communication skills								
Food Costing Knowledge	Organization/Planning Skills								

Knowledge of statutes: Provincial regulations	Customer Service Skills
Work Independently and with others	Records Management

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions and creativity required in menu planning, • Complex or major decisions will be referred to the Manager.

3.	Communication – written, verbal and interpersonal
	a. Excellent interpersonal and communication skills are essential
a)	Internal contacts (council, managers, non management staff)
	Manager of VECLC and staff
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	General public, parents, ministry contacts.
	Nature of the communication:
	<ul style="list-style-type: none"> • Communicates frequently with Manager of Centre and staff. • Some communication with parents regarding dietary restrictions/concerns. • Communicates with vendors, suppliers regarding food inventory and equipment maintenance.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • Good interpersonal skills, caring attitude, ability to relate to children, and high stress tolerance

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Manual dexterity for using computer keyboard, kitchen tools and appliances. • Moderate level of physical activity – bending, kneeling and lifting required.

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
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- Performance of duties has an immediate effect on the provision of programs/services.
- Some contact with the public.
- Responsible for overall operation of kitchen.
- Some degree of responsibility for child health and safety.
- Significant consequence as a result of errors.

2. Human Resources: personnel policies and procedures, supervision, health and safety, training

- Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health & Safety, Public Health and the Child Care and Early Years Act.

3. Material & information resources – equipment, property, data records and software, confidentiality

- Responsible for storage and maintenance of material or information for the Centre kitchen.
- Responsible for food purchasing and inventory in the department.
- Uses small equipment and appliances safely
- Provides input for policies and procedures relating to department
- Responsible for adherence and compliance to information technology security measures.

4. Financial Resources – budgets, treasury, accounting and confidentiality

- Responsible for working within the designated food budget for the department.
- High level of confidentiality required.

SECTION D: WORKING CONDITIONS

1. Physical surroundings and hazards

- Works in a hot and restricted physical environment.
- Moderate exposure to hazards, including exposure to chemicals, sharp objects and cooking equipment.

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption

- Some interruptions;
- Low level of monotony;
- Normal deadline requirements;
- Frequent requirement to adjust work schedule.

SECTION E: APPROVAL

Employee Approval I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	