

**Brass Bell Family Resource Centre (BBFRC)**

**JOB TITLE:** Child Care Cook

**JOB SUMMARY:** Under the direction of the Child Care Supervisor, provide nutritionally balanced food for children.

**REPORTS TO:** Child Care Supervisor and /or Early Years Coordinator

**SKILL**

**Education/Experience**

- Experience in quality meal planning and preparation
- Knowledge of Canada’s Food Guide and Best Practices re: Nutrition
- Understand nutritional needs of children, allergies, and Child Care Early Years Act, 2014 regulations along with quality assurance initiatives
- Safe Food Handling Course or willingness to obtain

**Additional Competencies/Skills**

- Demonstrated effective time management skills
- Ability to work independently, maintain a professional attitude at all times and respect and maintain confidentiality

**ADDITIONAL REQUIREMENTS**

- Valid Ontario driver’s license and access to a vehicle
- Current up to date health assessment and immunization record
- Current standard First Aid/CPR or willingness to obtain
- Current vulnerable sector check

**MAJOR RESPONSIBILITIES**

1. **Provide appealing, nutritious food made from whole, unprocessed ingredients**
  - Ensure the kitchen is available and welcoming to all BBFRC programs and staff

- Honour individual and special dietary requirements including allergies and sensitivities. Plan menu weekly and welcome menu ideas that are special to children and families
- Maintain regular communication with the Child Care Supervisor and Registered Dietician regarding menus, nutrition, dietary requirements and health and dietary needs of individual children, specifically allergies
- Encourage children to eat foods that contribute to good health as they participate in a snack or meal program that introduces them to a wide variety of tastes, textures, and temperatures, and a sampling of a wide range of nutritious foods
- Provide opportunities for the children to help prepare and serve their own food, and use meal times to promote social interaction, vocabulary building and other educational goals
- Keep up to date on relevant and current information and research on hygiene, nutrition, food additives and best practices regarding supporting children's overall health and wellbeing
- Assist with the purchase of groceries within the Centre's budget

**2. Work collaboratively with colleagues and enhance family and other relationships**

- Participate in regular staff meetings as well as any staff professional development opportunities
- Maintain relationships with professional associates, networks and informal connections with other child care staff and related disciplines
- Maintain open and positive communication lines between colleagues
- Be flexible and adaptable in performing duties
- Promote and maintain an open-door policy with a supportive/welcoming relationship with all parents. Accessibility and acceptance are priorities as specified in the Centre's philosophy, program statement and Centre policies
- Support fundraising as applicable
- Participate in quality assurance initiatives

**3. SPECIFIC DUTIES -The following responsibilities are to be carried out in accordance with the Child Care Early Years Act, 2014 and Centre policies:**

- Working with the Child Care Supervisor, prepare meal and snack menus, and post with regard to individual dietary requirements and in accordance with current research and best practices in nutrition for children
- Interact and assist with the children, as requested
- Store foods appropriately, both before and after cooking
- Prepare all vegetables and fruits with the necessary washing, scraping, or peeling requirements
- Prepare all food utilizing methods, which retain optimal nutrient value
- Wash and sterilize dishes, pots, and utensils after meals/snacks
- Ensure that the kitchen and equipment meet all the necessary Ministry of Health and Child Care Early Years Act, 2014 requirements
- Continually monitor processes to health and safety standards for staff and children
- Maintain a safe, clean and highly organized work environment at all times
- Perform other housekeeping duties as required
- Maintain kitchen inventory records

**EFFORT REQUIRED**

- Focusing on menu and food preparation, including concentrated visual and aural attention while preparing food
- Lifting food, dishes, pots and pans, bending and reaching

**WORKING CONDITIONS**

- Work is performed in an open-concept kitchen environment with exposure to heat and cold
- Exposure to extreme heat including steam and heat from stove

**As determined by the Child Care Supervisor, duties of the position may change due to the diversity of the BBFRC and the changing nature of the work to be done.**