



Assistant Cook, Children's Services

Prepared October 2018

Title

Assistant Cook, Children's Services

Reports to

Dietary Manager, Children's Services

Position Summary:

Under the direction and supervision of the Dietary Manager, the Assistant Cook assists in serving the children nutritious, meals and snacks. It is the Assistant Cook's responsibility to help in the preparation of these meals and snacks by methods that maintain high nutrient levels and that are sanitary. The Assistant Cook also delivers meals to the Full Day Child Care Centres ready for family style meal service and suitable for the children's age and development.

Responsibilities:

- Assists in the preparation of foods in accordance with Canada's Food Guide
- Displays menus for parents and documents changes to menus at the Full Day Centres in accordance with Ministry of Educations guidelines
- Assists with planning meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary helps to serve food of equivalent nutritional value
- Ensures that enough food is being offered to meet the mandated serving sizes
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local health department including: storing foodstuffs and supplies in appropriate areas; washing dishes; cleaning refrigerator/freezer/stove/oven, cupboards and other kitchen equipment and utensils; and sweeping and mopping kitchen floors
- Substitutes for the Dietary Manager in his/her absence
- Helps to modify menus/recipes and prepares foods to meet the development needs of children within the Child Care program
- Attends and participates in continuing education, career and professional development opportunities
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies
- Represents the YMCA and the Association in a professional manner



- Understands and supports YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and community
- Other duties as assigned

Work Environment:

- Primarily inside work including standing for long periods of time as well as stooping, squatting, lifting and climbing. Outside work is dependent on the specific meal preparation and delivery requirements
- Use of own vehicle and travel is required on a daily basis
- Work week is Monday to Friday based on Children's Services hours of operation and the position specifications

Competencies:

- Planning and Initiative
- Teamwork and Collaboration
- Member Focused
- Results Focused
- Valuing Diversity and Social Inclusion
- Effective Interpersonal Communications

Qualifications:

- Safe Food Handlers Certificate
- Training in foods, nutrition, dietetics and or child food preparation and management
- Experience working in a kitchen environment
- Valid First Aid and CPR training
- Police Vulnerable Sector Check
- Valid Driver's License and own vehicle