Employment Opportunity

YMCA Northumberland is currently accepting applications for the following Full-Time Forthcoming Position:

Dietary Manager, Children's Services
Warkworth YMCA Child Care

Position Summary:

Under the direction and supervision of the centre supervisor, the Dietary Manager provides support in the areas of food prep, baking, grocery shopping, dishes and clean-up. The Dietary Manager will help maintain highly nutritious menus as well as high sanitary standards at all times. The Dietary Manager will need to grocery shop for centre weekly, with paid mileage, fwill require their own vehicle to do so. Where appropriate and as circumstance requires, the Dietary Manager may be asked to cover shifts within a Child Care program or cover and support in the toddler or preschool programs. This position works on a Monday to Friday schedule and is at a rate of $21.75 per hour.

Job Responsibilities:

- Ensures safe preparation of healthy and delicious lunch time meals for children aged 1 year to 4 years of age.
- Following rotating menu using suggestions from the Canada Food Guide and local Health Unit recommendations
- Adjust menu and provide substitutions as required
- Food preparations, cooking and safe storage in accordance with health ministry guidelines
- Creating food shopping lists in line with weekly menu
- Purchasing/shopping for food and supplies and following centre budget
- Cleaning kitchen and dishes, maintaining a clean work environment
- Cover frontline in Child Care as needed
- Lifting up to 40lbs and transporting lunch and dishes via stairs

Job Qualifications:

- Minimum 18 years of age
- Current Standard First Aid/ CPR "C" certification
- Must complete Food Safety Handlers Course prior to first day of work
- Police Vulnerable Sector Check required prior to first day worked. Police Checks will be reviewed on a case-by-case basis
- Experience as a Sous-Chef or Chef is an asset
- Must have valid driver's licence and own vehicle
- Driving is required

Working Conditions:

- Full-time position averaging 40 hours per week.
- On-going training is conducted in person and on-line.

Employment Opportunity

YMCA Northumberland is a growing service organization and charity, with over 300 employees and 130 volunteers based out of Cobourg with Membership Centres in Cobourg, Brighton and Campbellford (opening soon). YMCA Northumberland also operates 25 licensed Child Care Centres and 5 EarlyON Child and Family Centres focusing on child development across Northumberland. At YMCA Northumberland, we celebrate and embrace diversity in all its forms. We welcome applicants of all orientations, genders, ethnicities, abilities, and backgrounds. We believe that a diverse workforce enriches our community and fosters innovation. We are committed to creating an inclusive environment where everyone feels valued and empowered to contribute their unique perspectives. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Together, we strive to build a brighter future for all.

Join YMCA Northumberland in building a community where everyone can shine! We strive to offer vital programs and services that nurture the spirit, mind, and body to ignite the potential in everyone, wherever they may be in their life journey

Please submit a letter of application, resume and copies of all qualifications by December 4th, 2026 to:

Amanda Smith, Manager – Recruitment and Retention, Children's Services
YMCA Northumberland
339 Elgin Street West, Cobourg, Ontario K9A 4X5
amanda.smith@nrt.ymca.ca

We appreciate all applications. However, only those being considered for an interview will be contacted.