

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – CHILDREN'S & HOME MANAGEMENT SERVICES SECTION - LOCATION - RED HILL FAMILY CENTRE, 25 MOUNT ALBION RD.)

COOK (DAY CARE CENTRE) - CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Children's & Home Management Services leads, plans and manages city wide early years and child care systems and provides comprehensive evidence based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

SUMMARY OF DUTIES

Reporting to the Program Manager, plans children's menus and prepares meals and snacks for children, of the Family Centre, in compliance with the Child Care and Early Years Act. Maintains the kitchen and preparation area at the Centre.

GENERAL DUTIES

Plan and submit for approval, menus for daily breakfasts, lunches and snacks; post menus on bulletin boards.

Record menu changes in the Centre's Journal.

Requisition groceries.

Verify orders received with invoices and store groceries.

Prepare meals and snacks for children, clients and guests, place on serving carts, deliver to classrooms.

Check list of children for food allergies and provide labelled substitute food choices.

Wash and disinfect cooking utensils, pots and pans by hand and machine.

Wash, disinfect and polish equipment, cupboards, fixtures and appliances (fridges, freezers) in the kitchen, lower level and pantry.

Sweep pantry and kitchen floor.

Store hazardous products in a locked area.

Decorate bulletin board for special occasions such as birthdays. Bake, decorate and freeze cakes, muffins, loaves for snack and special occasions

Demonstrate food preparation techniques to parents and visitors, shares recipes with families if asked.

Order supplies and prepare food for special events such as picnics, Christmas parties, Graduation Ceremonies etc .

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous demonstrated ability to plan menus, prepare meals and snacks in an institutional setting and in compliance with the Child Care and Early Years Act, normally acquired through a combination of education and relevant work experience.
2. Knowledge of preparation, safety and sanitation in food handling and equipment use. Preference will be given to candidates with a cook's diploma from an approved college and have the Interprovincial Standards Red Seal Classification.
3. Must possess a Food Handler's Certificate as offered by Public Health Services.
4. Knowledge of the Canada Food Guide as it relates to the Child Care and Early Years Act.
5. Practical knowledge, previous experience and skill in kitchen work including quantity cooking and quantity meal preparation.
6. Ability to maintain kitchen and preparation area in accordance with City of Hamilton Red Hill Family Centre procedures.
7. Practical knowledge and skill in kitchen work including requisitioning groceries online and preparing menus for special events.
8. Must be able to meet the physical demands of the position such as carrying food trays up and down steps, lifting roast pans, cases of food and storing supplies.
9. Demonstrated ability to read and understand written and verbal instructions (e.g. policies & procedures, manuals, menus, menu modifications, recipes, temperature charts); demonstrated ability to absorb suitable course of in-service training, and demonstrated ability to write notes (e.g. supply requisitions, food labels, communication log book).
10. Must be respectful of confidentiality at all times with a demonstrated ability to communicate clearly and relate to fellow staff and families in both a professional and respectful manner.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
