

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT **(CHILDREN'S AND HOME MANAGEMENT SERVICES DIVISION - REDHILL FAMILY CENTRE - LOCATION - RED HILL FAMILY CENTRE, 25 MOUNT ALBION ROAD)**

COOK (DAY CARE CENTRE) - CUPE 5167

The Community & Emergency Services 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. Social Development and Early Childhood 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 Supervisors, plans children's menus and prepares meals and snacks for children, clients and guests of the Family Centre, in compliance with the Day Nurseries Act.

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 stores groceries.

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

Check list of children for food allergies and provides substitute food choices.

Freeze sample meals for health inspection.

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

Wash, disinfect and polish equipment, cupboards, fixtures and appliances in the kitchen and pantry.

Sweep pantry and kitchen floor.

Store hazardous products in a locked area.

Decorate bulletin board for special occasions such as birthdays.

Demonstrate food preparation techniques to parents and visitors.

Order supplies and prepare food for special events such as picnics, Private Home Day Care Providers Christmas parties.

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. Demonstrated ability to plan menus, prepare meals and snacks in an institutional setting and in compliance with the Day Nurseries Act, normally acquired through a combination of education and relevant work experience.
2. 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 or be able to obtain Food Handlers Certificate as offered by the Public Health Services within 60 days of employment.
4. Practical knowledge and skill in kitchen work including quantity cooking and quantity meal preparation.
5. Ability to maintain kitchen and preparation area in accordance with Family Centre procedures.
6. Practical knowledge and skill in kitchen work including requisitioning groceries and preparing menus for special events.
7. Must be able to meet the physical demands of the position such as lifting roast pans and lifting cases of food and storing supplies
8. Knowledge of preparation, safety and sanitation in food handling and equipment use, normally acquired through a community College Diploma in Food Preparation or equivalent, plus Cook (red Seal) certification.
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)