

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time position of **Assistant Cook**.

Summary: Reporting to the Childcare Cook, the Assistant Cook works closely with all kitchen staff contributing to the overall operations and functions of our institutional kitchen. The Assistant Cook will ensure compliance with all allergy, safety regulations and Ministry guidelines. The Assistant Cook will replace the Childcare Cook in times of absence.

Qualification/Experience:

1. Post secondary food related diploma,
2. Current Food Handlers Certification,
3. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
4. Must be willing to obtain and maintain Anaphylaxis training,
5. Minimum two (2) years' kitchen experience in an institutional kitchen environment; experience in childcare would be considered an asset,
6. Possess and maintain a valid Ontario Class "G" Drivers' License and reliable vehicle to use for corporate business when required, and
7. A Vulnerable Sector Check (valid to 6 months of employment).

The 2024 pay grid for the position is \$18.17 - \$23.11 based on a 35-hour work week. In addition, a comprehensive benefit package with 100% employer-paid premiums for health, dental, life, short/long term disability is provided plus a pension plan with matching employer contribution.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Tuesday, April 30, 2024, quoting "Assistant Cook" by email hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

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|------------------------|-------------------------------|
| DEPARTMENT: | Childcare Services Department |
| DIVISION: | Childcare – Francis Street |
| JOB TITLE: | Assistant Cook |
| EMPLOYEE GROUP: | Non-Union |
| PAY GRID: | 3 |
| SUPERVISOR: | Childcare Cook |
| REVISION DATE: | March 12, 2021 |

POSITION SUMMARY:

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Reporting to the Childcare Cook, the Assistant Cook works closely with all kitchen staff contributing to the overall operations and functions of our institutional kitchen. The Assistant Cook will ensure compliance with all allergy, safety regulations and Ministry guidelines. The Assistant Cook will replace the Childcare Cook in times of absence.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Childcare Cook
2. Aware of kitchen and cleaning staffing schedules for primary location
3. Follows established routines for large volume food preparation ensuring food safety at all times for two (2) childcare locations
4. Undertakes food preparation tasks, as directed by the Childcare Cook preparing ingredients, cleaning vegetables/fruits, preparing simple dishes, observing correct cooking times and temperatures
5. Contributes to setting trays for snacks and meals as instructed by Childcare Cook
6. Maintains clean and tidy workstations, paths, and surfaces
7. Ensures the availability of clean dishes by proactively washing dishes, pots, pans, utensils, and other cooking equipment as required and needed
8. Assists with the distribution/collection of snacks and meals to all areas of the Centre

9. Participates in the organization, drop off and pick-up of snacks, lunches, and equipment for second (2nd) daycare location
10. Ensures clear communication between two (2) childcare locations via communication books
11. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
12. Contributes to menu development including design, updates, and rotation schedules
13. Understands individual dietary needs for children and follows accommodations within established menus
14. Responds to kitchen, food and diet related inquiries and requests for information by telephone, or in person and answers questions
15. Ensures proper storage and transportation of food items at appropriate temperatures
16. Supports Childcare Cook with food product deliveries as instructed
17. Rotates stock items as per FIFO system
18. Assists with regular stock and inventory orders and deliveries
19. Participates in all assigned and required training
20. Promotes workplace positivity and open communication with peers
21. Available for unpredictable times of educator shortages as required while arrangements are being made

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Childcare Cook.

POSITION REQUIRMENTS:

EDUCATIONAL REQUIREMENTS:

1. Post secondary food related diploma
2. Current Food Handlers Certification

3. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
4. Must be willing to obtain and maintain Anaphylaxis training
5. Participates in two (2) hours of professional development per year

EXPERIENCE:

Minimum two (2) years' kitchen experience in an institutional kitchen environment; experience in childcare would be considered an asset.

SKILLS AND ABILITIES:

1. Possess and maintain a valid Ontario Class "G" Drivers' License and reliable vehicle to use for corporate business when required
2. Basic computer skills and working knowledge of various computer software applications including Microsoft Office Suite
3. Excellent interpersonal, organization, research, problem-solving, customer service, and multitasking/work prioritization skills
4. Developed verbal and written communication skills
5. Discretion and good judgement when handling confidential/sensitive material/information
6. Capable to work under pressure and in a fast-paced environment
7. Ability to instruct and direct others
8. Problem solving and math skills
9. Great attention to detail

WORKING CONDITIONS:

Start and end times may vary depending on the needs of the Centre and an early morning start time will be required when replacing the Childcare Cook. Local travel to corporate offices, grocery/department stores, seminars or workshops may also be required during times of Childcare Cook replacement.

PHYSICAL DEMANDS:

Repetitive physical actions: standing, bending, twisting, reaching, lifting, walking, kneeling, grasping, wrist rotation, and regular movement with choice; use of standard and commercial kitchen equipment, tools, and appliances; light, moderate and heavy lifting required (45 lbs min.); must be physically fit; moderate visual demands involve reading; exposure to constant background noise. Hair must be tied back, and a hair net is to be worn. Facial hair must be trimmed, and clean and hair net worn if applicable.

ENVIRONMENTAL CONDITIONS:

This position serves a high volume of people in an institutional setting. The environment is regularly fast-paced, busy, noisy, and often deals with several requests and interruptions during short intervals of time. Temperatures can vary between hot and cold.

SENSORY DEMANDS:

This position requires close visual acuity while preparing meals. The Childcare Cook will be exposed to a variety of different temperatures and smells and requires good hearing to effectively communicate with kitchen staff in a noisy environment.

MENTAL DEMANDS:

This position is fast-paced and requires concentration, the ability to follow multiple directions at once and the flexibility to change direction on task as required. The employee must be able to manage schedules and tight timelines while accommodating unplanned interruptions. Prioritized food preparation is required as well as reading, writing and math skills.

N.B. Must be able to read and comprehend instructions, recipes and/or labels relating to food, equipment, cleaning products, tools, invoices, packing slips, deliveries, and schedules.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, supervisors must ensure employees make safety an integral part of every task and job. As a supervisor, you must be familiar with the Town's Health and Safety Policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work;
- Right to Stop Dangerous Work.

And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the

measures and procedures to be taken for protection of the worker;

- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

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| INTERNAL | CAO, Department Heads, Support Staff, Members of Council. |
| EXTERNAL | General Public, Agency Partners (i.e. Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives. |