

## **Town of Carleton Place Job Description**

**DATE:** October 2018  
**TITLE:** Assistant Cook  
**REPORTS TO:** Cook  
**Pay Grid:** PC

### **POSITION SUMMARY:**

The Assistant Cook works closely with and under the direction of the Cook(s) in the kitchen. The Assistant Cook is required to follow all guidelines of the Ministry of Health, the Ministry of Education and all Municipal requirements. The Assistant Cook may also be responsible for day to day food preparation, ordering of supplies, and communicating with parents and staff regarding updated information on child food allergy situations in the Cook's absence.

### **DUTIES:**

1. Directs and supervises kitchen assistants in the absence of the Cook.
2. Adds input into menus and meals to aid the Cook in developing menus that meet all requirements from the respective Ministries and Canada's Food Guidelines.
3. Interacts with delivery people and suppliers to ensure orders are correct and put away properly to meet standards set out by the Health Unit and the Ministry.
4. Implements and follows the daily routine for food preparation making sure that all requirements regarding sanitary practices and food handling methods are followed.
5. Ensures all necessary housekeeping duties in the kitchen and laundry areas are assigned and completed on a daily basis to keep up with the Centre's requirements (i.e. doing dishes, laundry, stocking supply shelves, filling disinfectant bottles, soap and paper dispensers, etc.).
6. Fills in at certain times of the day in the various classrooms where it helps to manage the required ratios in the various programs (i.e. arrival time in the morning, sleep time, etc.).
7. Interacts daily, giving and providing feedback with various staff/children and family members with regards to children's dietary needs and/or concerns.
8. Accommodates the specific dietary needs of the children providing it is within the Centre's abilities and provisions to do so on the premises.
9. Undertakes and performs duties to a satisfactory level in a busy work environment.

The above generally describes the duties involved with 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 Manager of Child Care.

**WORKER SAFETY REQUIREMENTS:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Health and Safety Policy and understand their:

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

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act including reference to the Duties of Workers:

- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

**WORKING CONDITIONS:** The position will be scheduled to work irregular shifts, starting as early as 6:15 a.m. and working as late as 6:00 p.m.

**PHYSICAL DEMANDS:** The position requires the individual to be able to lift up to 45 pounds, able to bend, pivot and reach above shoulder height as well as sit on the floor or on smaller sized chairs; able to lift active children in a safe manner if required; and able to work the majority of the day on your feet depending on the level of activity in the day and the schedule.

**ENVIRONMENTAL CONDITIONS:** The environment may be busy, noisy. The position requires the individual to work in a hot or cold outdoor environment.

**SENSORY DEMANDS:** The position requires comfortable clothing with proper footwear and in accordance with temperatures outside.

**MENTAL DEMANDS:** The individual must be able to work at a quick pace, be able to concentrate and follow multiple directions at once and change direction on task, if and when required. High level of concentration and observation required with children from start of shift through until the end of the day.

**N.B.** Must be able to read and comprehend instructions about medical issues (allergies and administration of medicine, etc.), court documents, and assessments of children and the environment.

**POSITION REQUIREMENTS:**

1. Post-secondary diploma in a food related field
2. Current Food Handlers' Certificate
3. Valid Standard First Aid/CPRC/AED certificates.
4. Valid Anaphylaxis training.
5. Minimum of 2 years' kitchen experience.
6. Participate in a minimum of 4 hours of professional development per year.
7. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment)

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Department Head

Employee

CAO