

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

**DATE:** October 2018  
**TITLE:** Kitchen Assistant  
**REPORTS TO:** Childcare Cook  
**PAY GRID:** PA: 2018; \$14.28 - \$16.39; 25 Hours per Week

**POSITION SUMMARY:** The Kitchen Assistant works under the direction of the Cook(s) in the kitchen. The Assistant follows directions and completes all required duties associated with the kitchen, housekeeping and some requirements on the floor with the children in an assistant capacity.

### **DUTIES:**

1. The Assistant will follow the daily routine as per the Centre's schedule and assist with food preparation making sure that all directions including all sanitary practices and food handling methods are followed.
2. The Assistant will complete all necessary housekeeping duties 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.).
3. The Assistant will ensure the kitchen is kept in a clean and satisfactory manner at all times during the day.
4. The Assistant will follow any specific directions or recommendations given by the Cook, supervisor or person in charge on a day to day basis.
5. The Assistant will be available to do other tasks as requested.

The above generally describes the duties involved with the position. However, as the 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.

### **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. To achieve this goal, managers must ensure that employees 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; and
- : 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.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS** – Able to lift up to 45 pounds, be able to bend, pivot and reach above shoulder height to put stock away. Able to bend to load/unload commercial dishwasher, carry trays a distance of 6 inches to load them onto the trolleys; push trolleys of food, dishes and trays to the various classrooms (distance up to 20 feet). Able to stand in a stationary manner for periods of time (20 minutes in one area).

**ENVIRONMENTAL DEMANDS:** Must be able to work in a hot, humid environment and work around cold refrigeration units.

**SENSORY DEMANDS:** must be able to perform work with both hot and cold water extremes and be able to deal with occasionally getting wet (splashed) during the day. Need to dress in clean, comfortable clothing with proper footwear and appropriate to temperatures in the kitchen.

**MENTAL DEMANDS** – Must be able work at a quick pace, be able to concentrate and follow multiple directions at once and change direction on task, if and when required.

**N.B.** Must be able to read and comprehend instructions about medical issues relating to food labels, deliveries and schedules.

**POSITION REQUIREMENTS:**

1. Ontario Secondary School Graduation Diploma - Grade 12
2. Valid Food Handlers' Certificate.
3. Valid Standard First Aid and CPRC/AED training
4. Valid Anaphylaxis training
5. Participate in a minimum of 4 hours of professional development per year.

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Department Head

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Employee

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CAO