



Position	Kitchen Assistant
Department	Childcare Services
Division	Childcare 3 Francis
Pay Band	3
Wage Range	\$19.51 - \$24.82 per hour (2025 Wage Grid)
Supervisor	Childcare Cook
Status	Supply (as needed)

Job Summary:

The Town of Carleton Place is seeking a **Kitchen Assistant (Supply)** to support our Childcare Services Department. Reporting to the **Childcare Cook**, the Kitchen Assistant plays a crucial role in ensuring smooth kitchen operations, including food preparation, dishwashing, and maintaining a clean and organized kitchen. This role requires adherence to all health and safety regulations and Ministry guidelines.

This is a **supply position**, meaning work is on an as-needed basis to provide coverage for absences, peak times, and operational requirements.

Key Responsibilities:

- Assist with food preparation, including cleaning and cutting vegetables and fruits, preparing simple dishes, and ensuring meals are cooked at the correct temperatures.
- Set up trays for snacks and meals as directed by the Childcare Cook or Assistant Cook.
- Follow dietary requirements and substitutions for children as per established guidelines.
- Maintain a clean and tidy kitchen, including washing dishes, utensils, pots, pans, and other cooking equipment.
- Assist with the distribution and collection of meals and snacks across the Centre.
- Support food deliveries and restock kitchen and storage areas as required.
- Ensure proper food storage and rotation following the FIFO (First In, First Out) system.
- Report any health and safety concerns to the supervisor promptly.
- Foster a positive and collaborative working environment.

Qualifications and Requirements:

- Applicants must have completed an Ontario Secondary School Diploma (OSSD) and hold a valid Food Handler's Certification.
- Willingness to obtain and maintain CPR-C/AED and Standard First Aid certification, as well as Anaphylaxis training, is required.

- A minimum of one year of experience in food preparation is necessary, with experience in a childcare setting considered an asset.
- Candidates should possess strong knowledge of safe food handling and kitchen hygiene, the ability to use kitchen equipment such as stovetops and meat slicers, and excellent communication and teamwork skills.
- The ability to multitask in a fast-paced environment and follow instructions effectively is essential.

Working Conditions

This role involves standing for long periods, bending, reaching, twisting, lifting up to 45lbs, and working in varying temperatures. Work is conducted in a busy, fast-paced kitchen environment with multiple tasks and potential interruptions.

Benefits:

Employee Assistance Plan

Why Join Us:

- This position offers the opportunity to gain experience in a supportive childcare environment with a flexible, as-needed work schedule.
- The Town of Carleton Place fosters a growing and dynamic team, making it a great place to contribute and develop professionally.

Application Deadline:

Accepting applications until filled.

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.