

## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the Permanent part-time position of Dishwasher – Francis Street.

**Summary:** Reporting to the Childcare Cook, the Dishwasher follows directions and completes all required duties associated with the kitchen, classroom, and basic housekeeping/laundry responsibilities.

### **Qualification/Experience:**

1. Minimum one year experience; experience in childcare or institutional setting would be considered an asset.
2. Completed Ontario Secondary School Diploma (OSSD) or equivalent
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. Mandatory fully COVID-19 vaccination required.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2022 pay grid for the position is \$15.50 - \$19.08 per hour based on experience and qualifications. This position is scheduled 10:45 AM-4:15 PM Monday to Friday with additional hours for PA days, March break, Summer etc.

Interested applicants 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 the closing date. Applications must be received no later than 10:00 AM on Wednesday, November 30, 2022, quoting “Full time Assistant” by email [hr@carletonplace.ca](mailto: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

<b>DEPARTMENT:</b>	Childcare Services Department
<b>DIVISION:</b>	Childcare
<b>JOB TITLE:</b>	Dishwasher
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	2
<b>SUPERVISOR:</b>	Cook
<b>REVISION DATE:</b>	September 29, 2022

### POSITION SUMMARY:

The Dishwasher works under the direction of the Cook. The Dishwasher follows directions and completes all required duties associated with the kitchen, classroom, and basic housekeeping/laundry responsibilities.

### 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. Contributes to setting trays for snacks and meals as instructed by Childcare Cook and/or Assistant Cook
3. Set up the dish room and dishwashing machine before your shift and properly break down after every shift
4. Delivers trays and buckets to rooms, may have to deliver meal service
5. Picks up trays and/or buckets after meals
6. Scrape, rinse and load dishes, glasses, and utensils into dish machine mealtimes
7. Unloads dishes and utensils from dish machine and organize them properly
8. Contributes to washing and putting away of pans, pots, utensils used in foodservice
9. Maintains clean and tidy workstations/dry floors throughout the shift
10. Maintain the dishwasher area to make sure it's clean and organized and that the wash/rinse cycle is always sanitary and operating at peak performances
11. Ensures that the proper dishwasher chemicals are always available and changed when empty following proper safety procedures
12. Ensures the availability of clean dishes by washing dishes, pots, pans, utensils, and other cooking equipment
13. Assists with the distribution/collection of snacks and meals to all areas of the center
14. Maintains trash cans throughout shift and removes full trashcans
15. Participates in loading and unloading of second (2<sup>nd</sup>) location food and equipment transfers

16. Clean appliances and machines, empty and clean trash receptacles, removes any boxes
17. End of shifts, closes machines properly, sanitizes all surfaces
18. Restocks storage/laundry areas with necessary supplies as needed
19. Maintains the dry storage and the organizations of the storage shelves
20. Supports Childcare Cook and/or Assistant Cook with food product deliveries as instructed
21. Ensures proper storage of food items at appropriate temperatures
22. Rotates stock items as per FIFO system
23. Participates in all assigned and required training
24. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
25. Promotes workplace positivity and open communication with peers  
Available for unpredictable times of educator shortages as required while arrangements are being made
  
26. 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. Completed Ontario Secondary School Diploma (OSSD) or equivalent
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
3. Must be willing to obtain and maintain Anaphylaxis training
4. Participates in two (2) hours of professional development per year

#### **EXPERIENCE:**

- Minimum one year experience; experience in childcare or institutional setting would be considered an asset.

#### **SKILLS AND COMPETENCIES:**

1. Knowledge of hygiene and safety standards regarding and storage
2. Ability to handle a number of tasks simultaneously
3. Excellent verbal and written communication skills
4. Comfortable working in a fast-paced environment
5. Able to follow instructions and work as part of a team or independently
6. Great attention to detail

#### **SAFETY:**

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.

### **WORKING CONDITIONS:**

Supervised training will be provided on the job, including instruction on how to assist with meal preparation, distribution and how to handle equipment. Start and end times may vary depending on the needs of the centre.

### **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 Kitchen Assistant 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 and writing skills.

**N.B.** Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies and food labels.

**WORKING RELATIONSHIPS:**

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