

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

Due to the upcoming retirement of the current incumbent, the Town of Carleton Place is seeking an individual to fill the permanent part-time position of Kitchen Assistant at 3 Francis Street effective September 21st, 2022.

Summary: Reporting to the Childcare Cook, the Kitchen Assistant helps with all tasks necessary to ensure that kitchen operations run smoothly. The Kitchen Assistant must follow all safety regulations and Ministry guidelines at all times.

Qualification/Experience:

1. Minimum one (1) year experience in food preparation; experience in childcare would be considered an asset.
2. Completed Ontario Secondary School Diploma (OSSD).
3. Current Food Handlers Certification.
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
5. Must be willing to obtain and maintain Anaphylaxis training.
6. Mandatory fully COVID-19 vaccination required.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2022 pay range for the position is \$16.21 - \$20.65 per hour based on 25 hours per week, and the shift is 11:00 a.m. to 4:00 p.m., Monday to Friday.

Interested applicants are invited to apply in confidence by 1:00 p.m. on Thursday, July 28th, 2022, quoting "Kitchen Assistant" 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**

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	Kitchen Assistant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	3
SUPERVISOR:	Childcare Cook
REVISION DATE:	May 26, 2020

POSITION SUMMARY:

Reporting to the Childcare Cook, the Kitchen Assistant helps with all tasks necessary to ensure that kitchen operations run smoothly. The Kitchen Assistant must follow all safety regulations and Ministry guidelines at all times.

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. Undertakes food preparation tasks, as directed by the Childcare Cook and/or Assistant Cook, preparing ingredients, cleaning vegetables/fruits, preparing simple dishes, observing correct cooking times and temperatures
3. Contributes to setting trays for snacks and meals as instructed by Childcare Cook and/or Assistant Cook
4. Follows individual dietary needs for children with established substitutions
5. Maintains clean and tidy work stations, paths and surfaces
6. Ensures the availability of clean dishes by washing dishes, pots, pans, utensils and other cooking equipment
7. Assists with the distribution/collection of snacks and meals to all areas of the Centre
8. Participates in loading and unloading of second (2nd) location food and equipment transfers
9. Restocks storage/laundry areas with necessary supplies as needed
10. Supports Childcare Cook and/or Assistant Cook with food product deliveries as instructed

11. Ensures proper storage of food items at appropriate temperatures
12. Rotates stock items as per FIFO system
13. Participates in all assigned and required training
14. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
15. Promotes workplace positivity and open communication with peers
16. 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 REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. Completed Ontario Secondary School Diploma (OSSD)
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 one (1) year experience in food preparation; experience in childcare would be considered an asset.

SKILLS AND COMPETENCIES:

1. Knowledge of cooking techniques and methods
2. Ability to use key kitchen equipment, e.g. stove tops, meat slicer etc.
3. Ability to wash, peel and cut vegetables and fruits and to prepare a wide range of ingredients
4. Knowledge of hygiene and safety standards regarding food preparation and storage

5. Ability to handle a number of tasks simultaneously
6. Excellent verbal and written communication skills
7. Comfortable working in a fast-paced environment
8. Able to follow instructions and work as part of a team
9. Great attention to detail

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, 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. 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 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 RELATIONSHIPS:

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.

APPROVED:

Employee

Manager of Childcare

CAO