



Employment Opportunity – Childcare Dishwasher (Split Shift)

Competition Number: 005-2026

Position: Childcare Dishwasher

Department: Childcare, Carambeck

Reports To: Childcare Cook

Status: Part-time, Permanent (25 hours per week)

Pay Band: 2

Wage Scale: \$18.45 - \$23.46

of Vacancies: 1

Position Summary:

The Town of Carleton Place is seeking a reliable and detail-oriented Dishwasher to join our Carambeck Childcare Services. Reporting to the Childcare Cook, the successful candidate will play a vital role in maintaining cleanliness and organization in the kitchen while assisting with snack preparation, food distribution, and basic housekeeping duties.

This position is a regular part-time (23.75 hours per week minimum) split-shift with the following schedule:

- Monday – Friday: 7:00am-9:00am and 3:00pm – 5:15 pm

This position also requires additional coverage for school holidays, summer break, march break, PA days, and Christmas holidays. Hours will increase to 5-7 hours per day.

Key Responsibilities:

- Operate and maintain the dishwasher, ensuring proper cleaning and sanitation of dishes and utensils.
- Assist in setting trays for snacks and delivering them to classrooms as required.
- Collect and return trays and buckets from classrooms after snack times.
- Keep kitchen workstations clean and organized, ensuring surfaces are sanitized regularly.
- Maintain stock of cleaning supplies and communicate inventory needs to the main childcare location.
- Support food distribution between locations as required.
- Follow food safety, hygiene, and anaphylaxis protocols to ensure a safe childcare environment.
- Dispose of kitchen waste and garbage as needed.
- Adhere to all Town of Carleton Place policies and safety regulations.

The above describes the primary duties; however, municipal work is varied, and the employee may be required to perform additional tasks as directed by the Childcare Cook.

Qualifications:

Educational Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent.

Experience

- Minimum one (1) year of kitchen/dishwashing experience, preferably in a childcare or institutional setting.
- Willingness to obtain and maintain CPR-C/AED, Standard First Aid, and Anaphylaxis training.
- Valid Vulnerable Sector Check (issued within the last six months).

Skills and Competencies

- Knowledge of food hygiene and safety standards.
- Ability to multitask in a fast-paced environment.
- Strong attention to detail and organizational skills.
- Comfortable working both independently and as part of a team.
- Effective communication skills.
- Participation in at least two (2) hours of professional development annually.

Working Conditions:

This position requires working over 20 hours per week in an Kitchen environment, Physical demands include standing, bending, twisting, lifting (minimum 45 lbs), and working with commercial kitchen equipment. Exposure to hot and cold temperatures, loud environments, and strong food-related odors.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.

Application Deadline:

Open until May 25, 2026 at 12:00 PM.

How to Apply:

Please send your resume and cover letter to Careers@carletonplace.ca with the competition number **(005-2026)** in the subject line.

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.