

Child Care Centre Cook

Municipality of Brockton

Task List



Summary: Oversees and maintains the kitchen/prepares meals for the Children 18 months to 12 years.	Class: Part-time, 25 hours per week
Location: Brockton	Reports To: Child Care Centre Supervisor
Department: Brockton Child Care Centre	Last Updated: March 2022
Remote Work: Not available for this position	
Supervises: N/A	

Tasks:

Administration

1. Attends meetings with staff, parents and resource.
2. Attend workshops if required.
3. Document any menu changes for the teachers so they in turn can post changes for parents.
4. Be aware of food allergies and special diets and prepare separate meals if necessary.
5. Maintaining necessary records such as items purchased, refrigerator and freezer temperatures, food temperatures.
6. Order, store, prepare and serve food to retain maximum nutritive value and to prevent contamination.
7. Follow Public Health recommendations and instructions.

Housekeeping

8. Conform to all food/sanitation regulations such as keeping the appliances, floor, sinks and cupboards cleaned and maintaining a clean storage area.
9. Notifies supervisor of problems with appliances.

Child Care Programming

10. Plans interesting menus that follow Canada's Food guide and Ministry of Education regulations.

Public Relations

11. Maintain good communications with parents, children and staff at the Brockton Child Care Centre.
12. Maintain good communications with parents whose children have special food requirements.

Other

13. Complies with Municipality of Brockton policies and procedures.
14. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Valid Food handler Certificate.
2. Experience cooking in a child care setting or restaurant or for a large number of people.
3. Good communication skills, both verbal and written.
4. Ability to follow direction and work independently.
5. Valid Standard First Aid/CPR.
6. Clear vulnerable sector check.
7. Basic computer skills.

Physical Effort and Working Conditions

1. Work is performed in a kitchen environment with possible exposure to sharps, heat, chemicals and other hazards.
2. Work generally has a low risk of injury.
3. The mental effort requires concentration on the task at hand.
4. There is the possibility of prolonged standing.
5. There is the possibility of lifting up to 20lbs for short durations.
6. The environment is temperature controlled, but possibly could become a hot environment (stove/dishwasher create heat).
7. Fast pace environment – deadlines to get lunch prepared and delivered to rooms on time.