

# Child Care Cook – Assistant

## Municipality of Brockton

### Task List



<b>Summary:</b> Assist the Child Care Cook in the kitchen/prepares meals/snacks for the Children 18 months to 12 years	
<b>Location:</b> Brockton	<b>Class:</b> Part-time, 20-40 hours per week
<b>Department:</b> Brockton Child Care Centre	<b>Reports To:</b> Child Care Centre Supervisor-SAP
<b>Remote Work:</b> Not available for this position	<b>Last Updated:</b> July 2025
<b>Supervises:</b> N/A	

### Tasks:

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#### Administration/Operation

1. Prepares and/or be responsible for the preparation/delivery of all foods for children within the Centre
2. Reviews menus and assist with preparation and serving of meals
3. Attends workshops related to child care and proper food handling techniques as required.
4. Document menu substitutions as necessary and record in designated place.
5. Be aware of food allergies and special diets and prepare separate meals if necessary.
6. Completes daily temperature audits for fridge, freezers and storerooms and record findings and records Store, prepare and serve food in accordance with safe food handling techniques
7. Assists in receiving and storing incoming food and supplies
8. Assists in preparation and planning of menus as required
9. Attends department staff meetings as required
10. Follows Public Health recommendations, guidelines and instructions.
11. Follows and comply with all health & safety legislation and departmental safe job procedures

#### Housekeeping

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

#### Public Relations

14. Maintains good communications with parents, children and staff at the Brockton Child Care Centre.
15. Maintains good communications with parents whose children have special food requirements.
16. Works in a position of trust with children and parents

#### Child Care

17. Assists with classroom support as needed, up to 30% of the time, based on operational requirements and as directed by management.
18. Comforts children when injured, ill or lonely and may need to contact parents when child is ill.
19. Assists children when dressing and undressing (such as with snowsuits), including special needs children.
20. Maintains awareness of medical concerns.
21. Supervises children in a variety of settings such as out of doors, in the classroom and in the sleep room. Cannot be left alone on outside supervision (must have a RECE or otherwise approved teacher with them).
22. Observes signs of child abuse and illness and reports information to the Supervisor and may be required to call Children's Aid Society.
23. Assists with fire drill activities.
24. Assists children with hygiene activities such as going to the bathroom and by changing diapers.
25. Serves meals and snacks and eats with children and checks for food allergies.
26. Ensures only authorized people pick up children.

#### Other

27. Complies with Municipality of Brockton policies and procedures.
28. 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.