

## St. Thomas Early Learning Centre

<b>Job title</b>	<i>Food Service Worker</i>
<b>Reports to</b>	<i>Centre Director</i>

Job ID: MDS64 (AD)  
Job Posted: May 3, 2021  
Job Closes: June 15, 2021

### Job purpose

The Food Service Worker is responsible for creating and providing nutritious meals daily for the children as well as ensuring the cleanliness of the kitchen and equipment, all while following the policies and procedures of the Early Learning Centre and the local health unit. The food service worker shall assist the Head Cook to prepare nutritionally balanced lunches and snacks for all children in the Centre and clean up after meals. She/He shall maintain a clean and safe kitchen environment.

### Duties and responsibilities

#### Corporate

- Follow all organizational policies of St. Thomas Early Learning Centre
- Be aware of the Program Statement of the St. Thomas Early Learning Centre

#### Operational

- Plan and develop nutritious menus according to the Canada's Food Guide and the St. Thomas Early Learning Centre's policies taking into consideration food requirements and/or restrictions due to special diet and allergies
- Prepare, cook and present all food that is served in the program
- Ensure meals and snacks are prepared and delivered according to program schedule
- Maintain menus, recipes and other resources
- Post any changes to the daily menu
- Order food and other supplies, while ensuring the correct quantity of products are delivered. Ensure that food spoilage or waste does not occur
- Store food and supplies to ensure nutritional value is maximized
- Keep the kitchen, kitchen equipment, food storage areas clean and tidy and in good working order
- Complete all kitchen cleaning checklists
- Read manuals of all equipment to ensure that it is used properly
- Report any damage or non-working equipment to the Centre Director, and arrange for repair or replacement
- Responsible for directing staff, supply staff, students or volunteers when assisting in the kitchen
- Wash dishes, pots and pans and load and unload dishwasher
- Keep kitchen, food supplies, cooking equipment and dishes clean in accordance with Health and Safety standards
- Empty kitchen garbage each day
- Ensure proper storage and removal of all recycling material
- Assist program staff with serving meals and other food related activities as needed
- Act as a resource for parents and others on menu planning, allergies and eating behaviors as needed
- Provide assistance or support in the care of children.
- Communicate with the children in a friendly and cheerful manner at all time
- Assist in child care when necessary
- Disinfecting toys from all classrooms at the end of the day → Disinfecting cups

### Qualifications

The food service worker must have experience in preparing food for large numbers of people, and must be certified in the Health Department's "Food Safe Program". She/he must have excellent organization, communication and inter-personal skills while dealing with both children and adults.

We are looking for a Cook for our Childcare Centre. The successful candidate will work at our Aylmer Centre for at least 1 month (or longer) and then move to our Orchard Park Centre to cover a Maternity Leave.

It is a full time position Monday – Friday between the hours of 6:30 am – 5:30pm, usually working a 6:30 am to 2:30 pm or 7:00 am to 3:00 pm shift.

The wage is \$15.00 per hour.

Apply to: [admin@earlylearningcentre.ca](mailto:admin@earlylearningcentre.ca)