
Position: Cook

Refers to : Director of Social Services

Salary Classification : Class 5

Probation Period : 3 months

Purpose of Job

Under the supervision of the Director of Social Services, the cook plans and develops menus according to the food policy. He/she is responsible for the daily preparation and distribution of nutritious meals and snacks to children. He/she ensures the procurement of food products and supplies.

The cook must apply hygiene measures and follow health and safety regulations. He/she works in consultation with the Director of Social Services to ensure the proper operation of the kitchen.

RESPONSIBILITIES

- Responsible for planning and preparing food according to pre-established menus for the purpose of providing meals compliant with Canada's Food Guide.
- Adapt the menu for children with intolerances, allergies, anaphylaxis to certain foods or with dietary restrictions.
- Ensure that all individual dietary requirements are considered, according to parental guidelines.
- Prevent cross-contamination of food in the kitchen.
- Display the menus for parents.
- Indicate all changes made to the daily menu.
- Ensure all foods are ready at the specified time and properly served.
- Ensure good quality foods and good preservation.
- Divide portions, distribute and serve meals and snacks.
- Organize special meals for certain occasions (Christmas, Halloween, Easter, etc.).
- Ensure the cleanliness of the kitchen by performing the necessary household chores and keeping the working area in an organized, clean, safe and hygienic condition at all times.
- Disinfect the tables in the dining room.
- Sweep the floors under the dining room tables after each meal.

- Do laundry on arrival in the morning, after the morning snack and after lunch.
- Order all food products necessary to prepare meals according to the established menus, taking the daycare's food budget into account and by consulting the Director of Social Services. Pick up the order at the grocery store and put supplies away.
- Purchase certain supplies for housekeeping and daycare programming.
- Responsible for controlling, storing and rotating kitchen supplies.
- Ensure regular inventory of kitchen equipment and supplies.
- Follow established procedures for submitting receipts for purchases.
- Keep the registry of children's medication up-to-date.
- Administer medications to children.
- Ensure efficient and regular disposal of waste in the designated waste area.
- Participate in fire drills and other emergency procedures as required.
- Record the temperatures of the refrigerator, dishwasher and freezer.
- Attend staff and daycare meetings as required.
- Participate in professional development and other relevant training activities when such activities are offered to keep informed of the health department's regulations pertaining to the handling of food.

SKILLS REQUIRED

- Experience in meal preparation.
- Knowledge of foods and their nutritional value.
- Ability to plan and organize kitchen work.
- Be able to meet specific deadlines.
- Ability to manage time and workload.
- Have a friendly and flexible approach.
- Have initiative.
- Able to work autonomously.

INSPECTIONS

- Meetings with environmental health personnel to ensure that the kitchen and practices comply with the standards and requirements of the Health Unit.

QUALIFICATIONS

- Obtain a certification in food handling.
- High school diploma.
- Clean criminal record.
- An up-to-date immunization record (tetanus, diphtheria, pertussis, MMR and polio).

WORK CONDITIONS

- Stand for long periods of time.
- Work in a noisy environment.
- Lifting/carrying/moving heavy or bulky objects.
- Be exposed to burns and heat.
- Handling cleaning and disinfectant products.
- Be available to work overtime or irregular hours as required.
- Work under pressure.