

## Job Purpose

The Cook is responsible for the daily operation of the kitchen and provision of healthy and nutritional food services for children (ages 18 months to 72 months) at Thunder Bay Aboriginal Head Start (TBAHS). The Cook will work in strict compliance with the Child Care and Early Years Act 2014, Thunder Bay District Health Unit and other applicable legislation.

## Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

### Kitchen Management

- Plans and prepares well-balanced; homemade snacks and meals daily and traditional feasts (min. 4 times per year) that adhere to Canada's Food Guide, children's allergies/sensitivities and to traditional Aboriginal food customs and practices.
- Plans menus for a four-week period, posts menu on bulletin board and maintains a file of past and present menus.
- Assists RECE's in serving meals to children, when required.
- Maintains kitchen and all related kitchen equipment in a safe, hygienic, sanitary, and presentable condition by completing routine cleaning checklists.
- Delivers classroom food carts on time, collects food carts in a timely fashion.
- Complete clean up after each meal (e.g. Dishes, countertops); prepares for next meal/snack.
- Sweeps and washes floors on daily basis.
- Ensures wash cloths, towels etc., are washed daily.

### Ordering/Purchasing

- Purchases food and kitchen supplies for economical meals using the TBAHS Purchase.
- Order system and within allocated budget amount.
- Orders for class special events, as requested.
- Receives and puts away orders; Inspects order for quality.
- Follows established procedures regarding receipts related to purchases.

### Administrative

- Ensures that logbooks and required recordings concerning classroom, playground, children, and parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes.
- Records daily flushing log.
- Records the number of meals served each day; files as set out.

## Program Support

- Fosters and maintains positive and productive relationships with the children, parents/caregivers, family, community, professionals, and co-workers.
- Administers medication to children and responsible for the proper storage of medications in accordance with regulations outlined in the Child Care and Early Years Act 2014 and TBAHS medication policy; works with parents/caregivers to develop a plan.
- Maintains log of food allergies and medications, displays, and adheres to the allergy and medication lists and other dietary needs as set out in Child Care and Early Years Act 2014.
- Provides assistance to co-workers for any food and/or cooking related lessons they may wish to incorporate in classroom to assist in effective delivery of all aspects of the Community Kitchen and the Community Garden.

## Training and Professional Development

- Attends all TBAHS staff meetings and professional development as scheduled and as recommended.
- Knowledge and adherence to the Child Care and Early Years 2014, Thunder Bay District Health Unit guidelines, TBAHS Personnel Policies and Procedures and TBAHS Program Operations Manual.
- Knowledge and adherence to legislation and procedure related to sanitation and health standards and regulations, including WHMIS.

## Other Duties

- Ensures kitchen garbage is emptied each day.
- Maintains a clean, organized laundry area and performs laundry tasks for the cot sheets, blankets, and other soiled items.
- Prepares menu reports for RECE Supervisor, prepares meals for Board of Director meetings and ceremonial events.
- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.

## Qualifications

- Experience as a cook, preferably in a Child Care setting.
- Current certification in Standard First Aid and Level “C” CPR is required.
- Vulnerable Sector Check, TB Skin Test and Immunization Record will be a condition of employment.
- Safe Food Handling Course required.
- Knowledge of Anishnaabe Culture and traditions and experience working with Indigenous persons; ability to speak Ojibwe/Cree considered an asset.
- Ability to effectively interact and relate to children and their families.
- Creative problem-solving skills.
- Excellent organizational skills and initiative.
- Strong communication and interpersonal skills.

## Working Conditions

The Cook primarily will be working standing up in the kitchen setting and work around/ over hot stoves, dishwashers and other kitchen appliances. The cook may be subject to hazards within the kitchen, these include but are not limited to slips, falls, cuts and burns. The cook will be required to lift and carry approximately 50 pounds from downstairs location to an upstairs location, or from vehicle into building.

The required work hours are generally, 8:00 a.m. – 3:30 p.m. Monday through Thursday and 9:00 a.m. – 12:00 p.m. on Fridays; however, the Cook may be required to work additional hours for special events.

## Physical Requirements

Must pass a medical exam and be in good health, able to lift and carry approximately 50 pounds from downstairs location to upstairs location or from vehicle to building.

*Apply Today*  
at [hr@shkoday.com](mailto:hr@shkoday.com)