

	<b>HR Shared Services Project</b>	<b>Child Care Sector Job Framework</b>
<b>Title / Duties and Responsibilities</b>	<b>Cook</b>	<b>Administrative Assistant</b>
<b>General Accountability</b>	<p>The Cook is responsible to plan, budget, shop, prepare and serve balanced meals and snacks that meet the nutritional and medical needs of children. The cook oversees all kitchen operations, maintains safe, clean and sanitary facilities, and ensures safe food preparation, storage and disposal in accordance with accepted food handling practices, food safety regulations and child care food guidelines.</p> <p>The Cook supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre’s reputation for excellence.</p>	<p>The Administrative Assistant is responsible for working with the Executive Director to administer operations and build community relations.</p> <p>The Administrative Assistant supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre’s reputation for excellence.</p>
<b>Child Development and Care</b>	<ul style="list-style-type: none"> <li>• Meet nutritional needs <ul style="list-style-type: none"> <li>○ Plan and provide nutritious meals and snacks</li> <li>○ Prepare and provide infant nutrition</li> <li>○ Promote healthy eating</li> <li>○ Accommodate for allergies, special dietary and nutritional requirements</li> <li>○ Ensure quantity and quality of food portions</li> </ul> </li> <li>• Protect children from physical and emotional harm</li> </ul>	<ul style="list-style-type: none"> <li>• Meet health, welfare and safety needs <ul style="list-style-type: none"> <li>○ Actively supervise children as required</li> </ul> </li> <li>• Protect children from physical and emotional harm</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Creates and maintains all food-related purchasing, inventory and turnover records <ul style="list-style-type: none"> <li>○ Estimates requirements and expenses</li> <li>○ Ensures compliance with established budget</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates revenue and expenditures <ul style="list-style-type: none"> <li>○ Coordinates enrolment and maintains wait list of potential customers</li> <li>○ Coordinates subsidy claim process in a timely and accurate manner</li> <li>○ Orders materials and supplies in a cost effective manner as directed</li> <li>○ Orders equipment as directed</li> </ul> </li> </ul>

<b>Equipment and Facilities</b>	<ul style="list-style-type: none"> <li>• Maintains cleanliness in the kitchen and storage areas</li> <li>• Develops and complies with a regular sanitization schedule for ovens, refrigerators and other appliances and areas</li> <li>• Ensures a safe and healthy environment <ul style="list-style-type: none"> <li>○ Assesses risk and uses emergency procedures as required</li> <li>○ Responds to facility emergencies</li> <li>○ Responds to equipment repairs as required</li> <li>○ Works safely around stoves and chemicals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a safe environment <ul style="list-style-type: none"> <li>○ Check for physical hazards</li> <li>○ Maintain and implement safety standards and protocols</li> </ul> </li> <li>• Operate and maintain facilities <ul style="list-style-type: none"> <li>○ Coordinates facility, site and equipment repair and maintenance as instructed by the Executive Director</li> <li>○ Monitor cleanliness and sanitation of all areas used by children</li> </ul> </li> </ul>
<b>Family and Community Relations</b>	<ul style="list-style-type: none"> <li>• Supports a family-friendly environment <ul style="list-style-type: none"> <li>○ Supports a culture of respect for all families</li> <li>○ Supports family involvement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Responds to telephone and in-person inquiries in a friendly and professional manner</li> <li>• Support a family-friendly environment <ul style="list-style-type: none"> <li>○ Supports a culture of respect for all families</li> <li>○ Supports family involvement</li> <li>○ Provides resources to families</li> <li>○ Refers families to external resources</li> </ul> </li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Participates in nutritional policy development <ul style="list-style-type: none"> <li>○ Maintains awareness of current legislation</li> <li>○ Contributes to the development of relevant policies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Communicates policies and supports implementation as instructed by the Executive Director</li> <li>• Monitors staff compliance of policies and provides accurate and timely feedback to employees as appropriate</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>• Maintains accurate, timely and complete records for menus, temperatures, controls, child allergies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates and maintains substitute teacher list; and accesses teaching resources as directed</li> <li>• Maintain accurate and complete confidential and non-confidential files in accordance with licensing requirements to insure successful licensing inspections</li> <li>• Works with all aspects of the organization’s data management including: financial, board, community volunteers, administrative, program areas and performance monitoring</li> <li>• Uses a computer to complete work (word processing, data entry, spreadsheets, email, presentation software)</li> <li>• Develops agendas, prepares for meetings, takes minutes and produces timely and accurate meeting records</li> <li>• Tracks all staff training and development and related budgets</li> </ul>
<b>Professional Relationships</b>	<ul style="list-style-type: none"> <li>• Work as a member of a professional team <ul style="list-style-type: none"> <li>○ Create partnerships with colleagues and volunteers</li> <li>○ Participate in meetings</li> <li>○ Follow policies and procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Work as a member of a professional team <ul style="list-style-type: none"> <li>○ Create partnerships with colleagues and volunteers</li> <li>○ Participate in meetings</li> <li>○ Follow policies and procedures</li> </ul> </li> </ul>

<b>Personal and Professional Development</b>	<ul style="list-style-type: none"> <li>• Conducts self professionally <ul style="list-style-type: none"> <li>○ Maintains professionalism</li> <li>○ Follows policies and procedures and uses a code of ethics to guide practice</li> <li>○ Maintains confidentiality</li> <li>○ Maintain required professional certifications and/or registrations</li> <li>○ Keeps up to date with legislative requirements</li> </ul> </li> <li>• Maintains a work/life balance <ul style="list-style-type: none"> <li>○ Engage in ongoing self-assessment</li> <li>○ Maintain physical and mental well-being</li> </ul> </li> <li>• Participates in professional development <ul style="list-style-type: none"> <li>○ Develop and implement a professional development plan</li> <li>○ Evaluate progress based on the professional development plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Conducts self professionally <ul style="list-style-type: none"> <li>○ Maintains professionalism</li> <li>○ Follows policies and procedures and uses a code of ethics to guide practice</li> <li>○ Maintains confidentiality</li> <li>○ Keeps up to date with legislative requirements</li> </ul> </li> <li>• Maintains a work/life balance <ul style="list-style-type: none"> <li>○ Engage in ongoing self-assessment</li> <li>○ Maintain physical and mental well-being</li> </ul> </li> <li>• Participates in professional development <ul style="list-style-type: none"> <li>○ Develop and implement a professional development plan</li> <li>○ Evaluate progress based on the professional development plan</li> <li>○ Participate in professional workshops, courses and ongoing learning</li> </ul> </li> </ul>
<b>Education Qualifications And Professional Certification</b>	<ul style="list-style-type: none"> <li>• Certificate in Cooking from a recognized college is preferred but not essential</li> <li>• Nova Scotia Department of Agriculture Food Handler Certificate</li> <li>• Must be at least sixteen (16) years old</li> <li>• Current First Aid and CPR Certificate</li> <li>• Child Abuse Registry Check (for any person over the age of 13)</li> <li>• Criminal Record Check (for any person over the age of 18)</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12 or equivalent; Diploma or Certificate in Administrative Studies or related university degree</li> <li>• Current First Aid and CPR Certificate</li> <li>• Child Abuse Registry Check (for any person over the age of 13)</li> <li>• Criminal Record Check (for any person over the age of 18)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A Certificate in Cooking plus two (2) years of related experience or a minimum of four (4) years of experience and demonstrated proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years of demonstrated proficiency as an Administrative Assistant in a fast paced, detail oriented work environment</li> </ul>
<b>Specialized Knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant legislation includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>○ Food Safety Regulations</li> <li>○ Fire Inspection</li> <li>○ Nova Scotia Occupational Health and Safety, including WHMIS</li> </ul> </li> <li>• Knowledge of Nova Scotia Department of Community Services Food and Nutrition Standards</li> <li>• Basic knowledge of food preparation and nutrition</li> <li>• Experience working with children of all ages</li> <li>• Knowledge of safety issues concerning children of all ages</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes ethical practices and attitudes of the Nova Scotia Child Care Association</li> <li>• Relevant legislation includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>○ Food Safety Regulations</li> <li>○ Fire Inspection</li> <li>○ Employment Standards Act of Nova Scotia</li> <li>○ Occupational Health and Safety, including WHMIS</li> <li>○ Nova Scotia Daycare Act and Regulations</li> </ul> </li> </ul>



<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Time management, organizational abilities</li> <li>• Ability to work independently</li> <li>• Perceptive and aware of all children in area</li> <li>• Ability to communicate effectively with co-workers, children, and parents</li> <li>• Flexible to work with different age groups</li> </ul>	<ul style="list-style-type: none"> <li>• Above average accuracy and attention to detail</li> <li>• Business administration, customer service skills</li> <li>• Excellent communication skills, including oral, written and comprehension</li> <li>• Computer proficiency in word processing, spreadsheets, accounting software, presentation software. etc</li> <li>• Strong interpersonal skills</li> <li>• Above average ability to multi-task, time management and organizational abilities</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Proactive, flexible, patient, professional, prompt and reliable attendance at work</li> <li>• Neat and appropriate personal appearance and attire</li> <li>• Patient and calm under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive, responsible, prompt and reliable attendance at work</li> <li>• Flexible, patient, professional, neat and appropriate personal appearance and attire</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• The Cook works in a noisy and busy environment with varying temperatures</li> <li>• Working around moving objects</li> <li>• Slippery or uneven working surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• The Administrative Assistant works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress</li> <li>• Regular business hours with limited requirement for evening and weekend work</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Occasional lifting to 50 lbs</li> <li>• Able to stand for extended periods of time</li> <li>• Able to hear all sounds</li> <li>• Exposure to illness, noise</li> </ul>	<ul style="list-style-type: none"> <li>• Occasional lifting to 50 lbs</li> <li>• Exposure to illness, noise</li> </ul>