



Job Description

Cook

Position Title	Cook
Employee Name	
Reports to	Executive Director
Classroom	
Location	
Date	

General Accountability Statement

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.

The Cook supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.

Duties and Responsibilities

The primary job duties and responsibilities for the Cook include but are not limited to the following:

Child Development and Care

- Meet nutritional needs
 - Plan and provide nutritious meals and snacks
 - Prepare and provide infant nutrition
 - Promote healthy eating
 - Accommodate for allergies, special dietary and nutritional requirements
- Protect children from physical and emotional harm

Equipment and Facilities

- Maintains cleanliness in the kitchen and storage areas
- Develops and complies with a regular sanitization schedule for ovens, refrigerators and other appliances and areas
- Ensures a safe and healthy environment

- Assesses risks and uses emergency procedures as required
- Responds to facility emergencies
- Responds to equipment repairs as required
- Works safely around stoves and chemicals

Record keeping

- Maintains accurate, timely and complete records for menus, temperatures, controls, child allergies, etc.

Finance

- Creates and maintains all food-related purchasing, inventory and turnover records
 - Estimates requirements and expenses
 - Ensures compliance with established budget

Family and Community Relations

- Supports a family-friendly environment
 - Supports a culture of respect for all families
 - Supports family involvement

Professional Relationships

- Work as a member of a professional team
 - Create partnerships with colleagues and volunteers
 - Participate in meetings
 - Follow policies and procedures

Personal and Professional Development

- Conducts self professionally
 - Maintains professionalism
 - Follows policies and procedures and uses a code of ethics to guide practice
 - Maintains confidentiality
 - Maintain required professional certifications and/or registrations
 - Keeps up to date with legislative requirements
- Maintains a work/life balance
 - Engage in ongoing self-assessment
 - Maintain physical and mental well-being
- Participates in professional development
 - Develop and implement a professional development plan
 - Evaluate progress based on the professional development plan
 - Participate in professional workshops, courses and ongoing learning

Governance

- Participates in nutritional policy development

- Contributes to the development and implementation of relevant policies
- Maintains awareness of current legislation

Qualifications

Education, Qualifications and Certifications

- Certificate in Cooking from a recognized college is preferred but not essential
- Nova Scotia Department of Agriculture Food Handler Certificate
- Must be at least sixteen (16) years old
- Current First Aid and CPR Certificate
- Child Abuse Registry Check (for any person over the age of 13)
- Criminal Record Check (for any person who is over the age of 18)

Experience

- A Certificate in Cooking plus two (2) years of related experience or a minimum of four (4) years of experience and demonstrated proficiency.

Specialized knowledge

- Relevant legislation includes, but is not limited to, the following:
 - Nova Scotia Department of Community Services Food and Nutrition Standards
 - Food safety regulations
 - Fire Inspection
 - Nova Scotia Occupational Health and Safety, including WHMIS
- Basic knowledge of food preparation and nutrition
- Experience working with children of all ages
- Knowledge of safety issues concerning children of all ages

Skills and Abilities

- Time management, organizational skills
- Ability to work independently
- Perceptive and aware of all children in area
- Ability to communicate effectively with co-workers, children and parents
- Flexible to work with different age groups

Personal Characteristics

- Proactive, flexible, patient, professional, prompt and reliable attendance at work
- Neat and appropriate personal appearance and attire
- Patient and calm under pressure

Working Conditions

- The Cook works in a noisy and busy environment with varying temperatures
- Working around moving objects
- Slippery or uneven working surfaces

Physical Requirements

- Lifting to 50 lbs
- Able to stand for extended periods of time
- Able to hear all sounds
- Exposure to illness, noise

Direct Reports

None.

Approval

Approved by	<hr/> Signature _____ Title _____ <hr/> Printed Name _____
Date approved	<hr/> Date _____