



# EARLY CHILDHOOD EDUCATION CENTRE COOK

Situated in Vaughan on the Lebovic Jewish Community Campus (Bathurst/Rutherford area), the Schwartz/Reisman Centre (SRC) Daycare and Preschool is a vibrant, welcoming and state-of-the-art facility dedicated to fulfilling the children's educational, social, physical, emotional, safety, cultural and nutritional needs. We are looking to fill a short term contract for an efficient and experienced **COOK** in our ECE Centre Kitchen (up to two months). **7 a.m. to 4:00 p.m. Mon-Fri**

## Principle Responsibilities:

- The **Cook** ensures that the meals and snacks are planned, prepared and distributed to the classrooms in a timely manner and the kitchen is maintained to the highest degree of organization, cleanliness, food safety and allergy prevention requirements.
- In addition, the **Cook** complies with all the Childcare Early Year's Act and Public Health standards and requirements that govern the day-to-day operations of the SRC daycare and preschool.

## Work Procedures Include:

### Food and menus:

1. Creates healthy and delicious menu items on a 3- week rotation that meet Canada Food Guide Standards and food requirements set out by management with input from the parent body, teachers and kitchen staff.
2. Pays careful attention to product labels as they relate to allergy prevention and kashrut.
3. Pays careful attention to food freshness and quality prior to food preparation.
4. Assigns the food preparation items to the Kitchen Assistant on daily basis.
5. Prepares the lunch meals for the daycare and preschool according to set menu.
6. Prepares the special meals for children with allergies and ensures they are properly labeled; if cook delivers the special meals to the classroom he/she ensures the teachers are verbally and visually made aware of the special meal and for which child it is intended.
7. Ensures there is no cross contamination of allergens when preparing special meals.
8. Prepares snacks for the daycare and afterschool.
9. Prepares breakfast for the daycare and before school.
10. Participates in the required baking.
11. Prepares special holiday menu items and staff meeting food.

### Admin/Operations:

12. Ensure that any and all menu substitutions are signed by management prior to delivery to classrooms.
13. Checks the quality and quantity of food orders and ensures efficiencies are maintained and costs controlled.

14. Creates complete orders for milk products and grocery products that management is responsible for ordering and provides such lists to management on a weekly basis to ensure required food inventory is properly maintained.
15. Places orders for vegetables and fruit directly every day as needed.
16. Places orders for some occasional products such as plastic ware and cleaning products on an as needed basis and/or asks management to order.
17. Takes into account food wastage reduction when menu planning.
18. Updates recipe binder on a monthly basis, outlining ingredients, quantities and food preparation methods as required by Public Health.
19. Records production and operational data on specified forms.
20. Conducts inventory checks at the end of every week and at the end of every menu rotation period and keeps accurate records of what's in stock.
21. Participates in annual performance review process and signs acknowledgement of participation therein.
22. Signs ECE Centre policies at time of hire and annually thereafter, including updates to policies as they occur (CCYEA/new Government legislation, Campus requirements etc)

#### **Health and Safety:**

23. Inspects supplies, equipment and work areas for cleanliness, functionality and safety and informs management of deficiencies.
24. Maintains safety and hygiene requirements, including but not limited to wearing proper uniforms, making sure uniforms are always clean, gloves, hair apparel, non-slip shoes as required and not using cell phones in the kitchen.
25. Maintains constant vigilance for accident prevention, including but not limited to awareness of oven temperature, floor and counter cleanliness and dryness and free from trip/fall hazards, ensuring sharp utensils are put away properly.
26. Participates in daily cleaning of the kitchen.
27. Participates in general cleaning of larger kitchen items (a thorough cleaning of the stove, oven, shelves, storage etc) at the end of every week.
28. Participates in cleaning of the fridge and freezers at minimum once per month.

#### **Team Work:**

29. Works as a team with other kitchen staff; meet on daily and weekly basis to plan daily activities and weekly menu ideas and other innovations for the daycare and preschool.
30. Demonstrates cooking techniques and equipment to kitchen staff colleagues to enable them to become more familiar and assist with coverage for cook when he/she is absent.
31. Assists in the kitchen as needed and required, including but not limited to cleaning, stocking shelves, washing dishes, emptying the dishwasher.
32. Works well with teachers and management and listens to feedback to ensure that the food for the children consistently meets the required standards.
33. Volunteering for SRC community events (Purim, Channukah, Yom Ha'atzmaut etc ) and UJA Walk for Israel is strongly encouraged.
34. Performs other ECE Centre related duties as assigned.

**Application Process:**

We welcome all applicants. Accommodations during all phases of the hiring process will be made wherever possible. If you are interested in this exciting opportunity, please submit your resume via email to [elaine@srcentre.ca](mailto:elaine@srcentre.ca) by November 20, 2018. **We appreciate and thank you for your application however we will only be contacting candidates we wish to interview.**