



St. Thomas Early Learning Position Description

Job title

Food Service Worker - Centre Cook

Reports to

Centre Director

Job purpose

The Centre Cook is responsible to work in collaboration with the Head Cook in creating and providing nutritionally balanced meals and snacks daily for children enrolled in St. Thomas Early Learning Programs. They will ensure that the policies and procedures of the Early Learning Centre and the local health unit are met, including "Paint Your Plate" and Canada's Food Guide. The Centre Cook will ensure that a clean and safe kitchen environment is maintained at all times.

The Centre Cook will be supervised by the Centre Director, but they will be expected to work with guidance from the Head Cook to meet the food development and preparation needs for the Centre.

Duties and responsibilities

Operational

The Centre Cook shall

- Follow all organizational policies of St. Thomas Early Learning Centre
- Be aware of the Program Statement of the St. Thomas Early Learning Centre, "Paint Your Plate" and Canada's Food Guide to ensure that food development and preparation is in alignment
- Keep kitchen, food supplies, cooking equipment and dishes clean in accordance with Health and Safety standards, ensuring that all kitchen cleaning checklists are adhered to
- Read manuals of all kitchen equipment to ensure proper use. They are to report any damage or non-working equipment to the Centre Director to support the repair or replacement next steps
- Ensure proper storage and removal of all recycling material and emptying of garbage each day
- Disinfecting toys from all classrooms as required

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Menu Development and Meal Preparation

- Meet quarterly with the Head Cook in planning and developing nutritious menus according to Canada's Food Guide, "Paint Your Plate" and the St. Thomas Early Learning Centre's policies, taking into consideration food requirements and restrictions due to special diet and allergies
- Make suggestions to the Head Cook regarding needed food and supplies
- Store food and supplies to ensure nutritional value is maximized and food waste is minimized
- Post any changes to the daily menu in consultation with the Head Cook

Qualifications

Centre Cooks are required to have a *Safe Food Handlers Certification* that is renewed every five years to be maintained up to date. Previous experience with food preparation and serving food for groups of people in the food service industry will be demonstrated. The Centre Cook must have excellent organization, communication, and interpersonal skills, while dealing with both children and adults.