

Mothercraft's Evered Location is Seeking a New Permanent Full-Time Cook!

Are you someone who enjoys cooking and making nutritious snacks?

Are you able to plan a menu with health choices?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grown and thrive, then we want to hear from you!



We are seeking a Cook to join our team in a Temporary Full-Time position. This is the person who provides healthy, nutritious food to the children in our care.

The Cook, under the direction of the Program Manager, is primarily responsible for maintaining our nutritious food service program as well as menu planning, food and equipment purchasing and general housekeeping tasks in the kitchen. The Cook must follow proper food handling and storage techniques in adherence to the Health Inspector's guidelines. The Cook must have the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

If you want an opportunity to be the new Cook and join our team in our Evered location (475 Evered Avenue, Ottawa, ON), email your resume and cover letter quoting posting #MC24016-EVE outlining how you would be a great fit in our non-profit child and family services agency to: teresa.lacroix@mothercraft.com by January 06, 2024.

This position is 37.5 hours per week, Monday to Friday. Occasional evening or weekend hours may be required.

Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

QUALIFICATIONS:

- Diploma in Culinary Management would be an asset
- High school graduation diploma.
- Minimum of 1 year related experience.
- Knowledge of basic principles of good nutrition.
- Valid Safe Food Handler's Certificate.
- Knowledge of proper food handling and storage techniques.
- Demonstrated ability to plan for economy in shopping and in planning, preparing, and serving balanced snacks.
- Relates well to children.
- Ability to lift up to 50 lb required.
- Valid first aid and CPR level C certification, including infant and child.
- Satisfactory vulnerable sector check.
- High level of integrity and work ethic.
- Experience and proven ability in working with children, adults, and the public.
- Demonstrated time management skills.
- Ability to multi-task and establish priorities.
- Ability to perform small repairs and equipment maintenance.
- Strong communication and problem-solving skills.
- Must have a valid driver's license with regular access to a vehicle.

JOB DUTIES

- Plans menus following Canada's Food Guide in conjunction with the Program Manager.
- Ensures the quality of meals in regard to taste, presentation and dietary requirements established by the dietician/nutritionist.
- Ensures all menu items are prepared and served according to departmental policies and procedures.
- Prepares and serves all daily meals and snacks required for the children and staff with the Assistant Cook.
- Ensures the timely preparation of all meals and that the correct quantities are prepared.
- Serves food in the proper portion size and at the proper temperature.
- Purchases necessary food and kitchen supplies, staying within allotted budget and follows established reporting procedures.
- Works closely with appropriate sales representatives for all food and equipment supplies.
- Receives and inventories all foods and supplies for kitchen.
- Manages food supplies in cost effective and health-conscious manner.
- Maintains clean and sanitary work environment including storage, tools, equipment, work area, etc.
- Uses kitchen equipment safely and according to instructions.
- Coordinates the service of any kitchen equipment breakdowns and necessary repairs, while informing the Program Manager.
- Attends workshops in food preparation, as required.
- Provides assistance to teachers for food and cooking experiences they may wish to plan for the program.
- Reviews the food service program with the Program Manager periodically.
- Any other duties as assigned.
- Ensures all duties are performed in compliance with the Child Care and Early Years Act, Mothercraft Ottawa Policies and Procedures, and other applicable legislation.
- Attends meetings, as required.
- Maintain a professional appearance, demeanor, and attitude at all times.
- Maintain a high level of confidentiality in all interactions.
- Protect the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately.
- Ensure compliance with provincial regulations and agency policies, procedures, and best practices.
- Perform other reasonable duties that may be assigned.

SALARY AND BENEFITS:

Hourly Rate: \$22.92 per hour with increases as per our compensation policy.

This position qualifies for our competitive vacation leave (starting at 3 weeks/year), sick leave, group health & dental benefits and health care spending account, access to Employee & Family Assistance Program (EFAP), and Telus Health as per Mothercraft policies. Access to ongoing Professional Development, including an annual agency-wide PD day (agency closed). Program closure between Christmas and New Years.

HOURS OF WORK: This position is 37.5 hours per week. Shift starting at 6:00 am to 1:30 pm

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.