



**GLEBE PARENTS' DAY CARE**

*Quality care is the right of every child.*

**Internal/External Job Posting  
Permanent Position  
Nov, 1 18**

**POSITION:** Day Care Cook

**START DATE:** Jan. 2, 2018  
Up to two weeks paid orientation training prior to start date,  
if required, as determined by the employer

**EDUCATION/EXPERIENCE:**

- 2 year college diploma in food preparation and experience cooking in a child care setting or equivalent experience and proven ability
- Certified food handler training

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Knowledge of the Child Care and Early Years Act
- Knowledge of Canada Food Guide
- Ability to work well with others
- Knowledge of nutrition and allergies
- Organizational skills (timing, flexibility, speed)
- Ability to effectively manage a large food budget
- Good health, stamina, strong back, emotionally flexible- high stress job, ability to work in a hot kitchen
- A current police check for working with the vulnerable sector must be provided

**JOB SUMMARY:**

- Responsible for managing food budget for Fifth Ave.
- Responsible for buying/ordering and managing food supplies for our Fifth Ave. location
- Menu planning and preparation of lunch and 1 snack each day for our Fifth Ave. location
- To be willing and able to work within a co-operative daycare structure including attending staff meetings, general meetings and fund-raising activities done on a volunteer basis
- To be willing and able to meet with parents of children with food allergies

**HOURS:** Monday to Friday - 8 Hours per day

**WAGES AND BENEFITS:** \$22.66 per hour  
\$2.00 per hour supplement - pending government grant  
Very generous benefits

**CLOSING DATE:** Nov. 9, 18 at 5:30 p.m.  
No applications will be accepted after the closing date and time.

Applicants will be asked to submit a two week menu plan and prepare the mid-day meal as part of the interview process.

***This position is open to male and female employees.***

***This is a unionized position - CUPE 2204***

***Please submit resumes to: (Email preferred method)***

***Karen Robinson 10 Fifth Avenue, Ottawa, Ontario K1S 5N5***

***Email: gpdc\_pc@bellnet.ca Phone: 613-233-9268 ext. 130 fax: 613-233-9345***