



FORM: Cook/Housekeeper Job Description		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: May/05

Cook/Housekeeper

Job Title: Cook/Housekeeper
Reports to: Supervisor

Job Summary

The Cook/Housekeeper is responsible for developing and providing nutritious meals and for the cleanliness of the kitchen and equipment as well as general cleanliness of the program while ensuring the policies and procedures of Kawartha Child Care Services and the local health unit are met.

Job Duties

1. Corporate
 - Follow all organizational policies of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.

2. Operational
 - Plan and develop nutritious menus according to the Canada's Food Guide and the Kawartha Child Care Services Cook's Manual taking into consideration food requirements and/or restrictions due to special diets and allergies.
 - Prepare, cook and present all food that is served in the program.
 - Ensure meals and snacks are prepared and delivered according to program schedule.
 - Responsible for maintaining menus, recipes and other resources.
 - Responsible to post any changes to the daily menu.
 - Responsible for ordering food and other supplies, ensuring the quantity and products are delivered. Ensure that food spoilage or waste does not occur.
 - Store food and supplies to ensure nutritional value is maximized.
 - Responsible for keeping the kitchen, kitchen equipment, food storage areas clean and tidy and in good working order.
 - Complete all kitchen cleaning checklists.
 - Responsible to read manuals of all equipment to ensure that it is used properly.
 - Maintain a file of equipment manuals.
 - Report any damage or non-working equipment to the Supervisor. Arrange for repair or replacement in conjunction with the Supervisor.
 - Responsible for directing staff, supply staff, students or volunteers when assisting in the kitchen.
 - Wash dishes, pots and pans and load and unload dishwasher.
 - Empty kitchen garbage each day.
 - Ensure proper storage and removal of all recycling materials.
 - Assist program staff with serving meals and other food related activities as needed.
 - Act as a resource for parents and others on menu planning, allergies and eating behaviours as needed.
 - Provide assistance or support in the care of children.
 - Answer phones, take messages and locate staff.
 - Get cots ready for sleep time and then put away after.
 - Maintain tidiness.
 - Ensure proper storage of cleaning tools, supplies and equipment in utility room.
 - Do laundry.



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- Clean and disinfect counters and sinks in storage/laundry room.
- Maintain washer and dryer in good working condition.
- Ensure that all cleaning products are stored and maintained properly in the storage room.
- Clean and disinfect sink in the staff room.
- Wipe down counters and tables in staff room.
- Disinfect doorknobs and doors in the hallway.
- Remove sheets and launder and maintain beds.
- Wash out cubbie area.
- Arrange for maintenance person as needed with Supervisor's approval.
- Wash and disinfect tables and chairs in playrooms.
- Wash and disinfect beds and cots.
- Wash inside of cupboards in playroom washrooms.
- Follow behaviour guidance policies as established by Kawartha Child Care Services.
- Report all incidents of suspected child maltreatment.
- Other duties as assigned.

3. Human Resources

- Maintain regular attendance and punctuality and submit accurate time sheets every two weeks.
- Participate in regular staff development.

4. Communications

- Report to the Supervisor.
- Participate in staff meetings.
- Read meeting minutes from committee, board and staff meetings.
- Use positive communication.
- Read and use the communications book.
- Use only forms approved by the organization.
- Ensure all correspondence prepared and distributed professionally on approved letterhead or memo form and has been proof read by a staff person at the administration office.
- Maintain confidentiality of all information related to children, families and staff.

5. Financial

- Follow the financial policies that they apply to this position.
- Ensure approval of all purchases.

6. Health and Safety

- Ensure the Worker responsibilities under the OHAS Act are adhered to at all times.
- Comply with WHMIS legislation at all times.
- Maintain current first aid and CPR.

Qualifications

Education

- Secondary School or approved equivalent. May require diploma in nutrition, food preparation.
- Food Handlers Certificate.
- WHMIS Training



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Experience

- Two years cooking for a large number of people, preferably children.

Requirements

- Medical as required by local Health Department.
- Satisfactory Criminal Reference Check.

Competencies

- Job requires patience, dedication, energy, enthusiasm and caring.
- Demonstrated ability to direct, instruct and care for children.
- Ability to deal with non-routine situations.
- Ability to handle emergencies, crisis, hostile behaviours.
- Ability to maintain control in frustration situations.
- Ability to work co-operatively with others in a team environment, while providing work direction.
- Reporting non-routine situations to Supervisor.
- Ability to maintain neat and accurate records.
- Ability to communicate effectively both orally and in writing with children, parents, co-workers, teachers.
- Ability to maintain confidentiality of all information related to children, parents, and staff.
- Ability to carry/lift children and carry/move moderately heavy items.
- Ability to stand for extended periods of time and to work at the height of the children.
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather.
- Ability to work flexible hours as required
- Follow the Day Nurseries Act, The Human Rights Code, The Employment Standards Act, The Occupational Health and Safety Act, Canada's Food Guide the Child and Family Services Act, the local fire and health departments and the ability to meet the specifications of these Acts and any other regulations that apply to this position.

Job Classification

- Support Staff



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Performance Expectations Form

Position: Cook/Housekeeper

Reports to: Supervisor

Duties

1. Follow and comply with the Day Nurseries Act, Kawartha Child Care Services Policies and Procedures and Canada's Food Guide.
2. Prior to use of any appliance read the manual to ensure proper use and storage.
3. Wash and sanitize all serving and food preparation areas as described in the "Kitchen Expectations" posted above the kitchen sink.
4. Prepare, cook and ensure that lunch is served according to the program schedule.
5. All changes to the menu must be posted as soon as possible on the menu and recorded in the daily log each day. Review menu for the next day and ensure supplies are available.
6. Keep the kitchen, equipment and food storage areas clean and sanitary at all times.
7. Supervise staff, students or volunteers who are in the kitchen area.
8. Load and run the dishwasher after lunch. Rinse and stack remaining dishes, pots and pans for the next load.
9. Ensure the kitchen is cleaned and tidy with the garbage removed daily.
10. Report any damaged equipment to the Supervisor immediately.