



Cook/ECE Assistant Floater, Licensed Women's Shelter Child Care Programs

Temporary · Part-time · Unionized

Andrew Fleck Children's Services is hiring a Cook/ECE Assistant Floater for our Ottawa South Shelter Programs! In this exciting role, you will play a crucial part in maintaining a clean and welcoming environment for children and staff alike and will also assist the Early Childhood Educators (RECE) in providing a nurturing, developmentally appropriate, healthy and safe environment for the children.

ABOUT THE LICENSED WOMEN'S SHELTER RESPITE CHILD CARE PROGRAMS

The Licensed Shelter Respite Child Care Program offers mothers residing in the shelter, temporary child care for their child or children. This program is designed to support mothers who may need to attend appointments, meet with shelter staff or for respite care. The program offers on site licensed child care for children up to the age of 12 years old, in a safe, caring and stimulating environment.

- Available from:** February 17th, 2025 to August 15th, 2025
- Salary:** **Cook rate:** \$21.70 to \$24.37 per hour/ **EA rate:** \$22.08 to \$25.61 per hour
- Hours:** 20 hours per week, 10 am to 2 pm daily (3 hours in Cook role & 1 hour in EA Floater role)
- Location:** Shelter- Ottawa South
- Closing date:** January 30th, 2025
- Apply:** E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Maintain a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations
- ✓ Demonstrate knowledge of current Canada Food Guide recommendations
- ✓ Plan meal and snack menus considering allergies and food restrictions
- ✓ Post menu plans two weeks in advance and note any changes daily
- ✓ Post daily meal pictures on StoryPark for parent review and connection
- ✓ Provide meals and snacks daily by preparing food for immediate or future serving
- ✓ Ensure persons with allergies and food restrictions are not served food with contaminants
- ✓ Order or purchase all food and kitchen household supplies within budget guidelines
- ✓ Maintain food and kitchen household supplies
- ✓ Maintain hygiene standards as defined under the Food Premises Act
- ✓ Follow procedures in accordance with Child Care Early Years Act, CCEYA
- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Attend to physical needs of the children
- ✓ Ensure positive communication with parents

To qualify for this role you have...

- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Food Handlers Certificate and basic knowledge of food handling, housekeeping and sanitary practices
- ✓ Previous experience providing food in a licensed group environment
- ✓ Demonstrated experience preparing meals for persons with allergies and food restrictions
- ✓ Qualified experience in cooking for groups and operating a kitchen
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Adequate energy level and ability to meet the physical demands and time constraints of the job
- ✓ Ability to work as a member of a team and also independently with minimal supervision
- ✓ Sensitivity and respect for individual cultural differences

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!