



Housekeeper-Assistant Cook

Permanent · Part-Time · Unionized

Andrew Fleck Children's Services is looking to hire a Housekeeper-Assistant Cook. In this role you will maintain a pleasant, clean and healthy environment for children and staff by providing regular cleaning of the kitchen, bathrooms and all main rooms of the centre. As well, you will assist the Cook in prepping and providing meals and snacks daily for the children and staff within food budget guidelines. You travel from Overbrook Child Care Centre to deliver and set up the hot lunch program food at Charles Hulse Child Care Centre. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Available from: April 22nd, 2025
Salary: \$18.21 to \$21.26 per hour + mileage (\$0.50 per KM)
Hours: 25 hours per week
Location: Shared between 2 locations: Overbrook Child Care Centre, 557 Queen Mary St., Ottawa ON & Charles Hulse Child Care Centre: 2605 Alta Vista Drive, Ottawa, ON
Closing date: March 19th, 2025
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ 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 hygiene standards as defined under the Food Premises Act, health guidelines and agency policies in areas associated with food provision
- ✓ Assist with food preparation at Overbrook Child Care Centre
- ✓ Deliver and set up the hot lunch program food at Charles Hulse Child Care Centre
- ✓ Maintain children's activity, washroom and staff areas in required sanitary and neat condition
- ✓ Clean and disinfect washrooms and fixtures; collect and dispose of garbage, clean and line containers
- ✓ Wash floors, spot clean walls and dust shelves and window ledges
- ✓ Assist and replace other staff at the centre as required
- ✓ Demonstrate care for and interest in children in carrying out daily duties

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) current within the last 6 months
- ✓ Valid Drivers License and access to a car
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Food Handlers Certificate and basic knowledge of food handling, housekeeping and sanitary practices
- ✓ Demonstrated experience preparing meals for persons with allergies and food restrictions
- ✓ Qualified experience in cooking for groups and operating a kitchen
- ✓ Adequate energy level and ability to meet the physical demands and time constraints of the job
- ✓ Demonstrated understanding of a licensed group care environment
- ✓ Ability to relate well to children and be flexible
- ✓ Ability to work as members of a team and also independently with minimal supervision
- ✓ Sensitivity and respect for individual and 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

