



Macaulay Tree House

Job Title:
Cook
Status:
Full-time

Wage:
TBD
Closing Date:
Aug 28, 2020 @ 4:30
pm

Cook

About Macaulay Tree House Daycare:

Macaulay Tree House is a non-profit organization that is licensed by the Ministry of Education. The Day Nursery has been providing quality child care in our community since 1990. Macaulay Tree House prides itself on our exceptional programs and committed, hard-working staff. We are looking for hard-working, dependable, caring individuals who strive for excellence and aim to exceed expectations.

Reports to: MTH Executive Director

General Accountability

This position is responsible for the planning, ordering and preparation of all foods (3 meals per day) at the Day Nursery according to the Day Nurseries Act, MTH policies, children food restrictions and other regulations. Other food preparation is for our School age programs (1 meal per day). The cook is also required to maintain a clean and orderly kitchen at all times.

Specific Responsibilities

- Ensure all menu items are prepared and served according to departmental policies and procedures.
- Assure that the presentation of all menu items adheres to established standards.
- Prepare meals on menus and based on nutritional programs and individual plans.
- With the programming committee and the executive director's assistance prepare menus for the centre taking into account all allergies and exceptions.
- Post any substitutes of the menu on a calendar in the kitchen.
- Adhere to all ministry and health unit rules and regulations.
- Ensure food that may contain or contains allergens specific to children with allergies is not served to that child.
- Ensures food which may contain is clearly marked so no other person serves the item
- Ensure the quality of meals in regard to taste, presentation and dietary requirements established by the executive director.
- Ensure quality and safety of food by performing standard and any additional sanitary measures including sweeping of the floors, cleaning of surfaces, as well as proper covering and storage of food items according to standards and procedures.
- Work at efficient and consistent pace.
- Ensure timely preparation of all meals.
- Ensure that each child receives meals corresponding to their dietary requirements including appropriate substitutions and nutritional value.
- Ensure that the correct quantities are prepared to meet daily needs.
- Utilize kitchen equipment during food preparation.
- Stay productive at all times and prepare for future needs as time allows.
- Demonstrate flexibility and volunteer to fill open shifts as required by variations in staffing.
- Follow proper reporting procedures for accidents and incidents to ensure follow-up and prevention.
- Adhere to all regulations including blood borne pathogens, infection control, use of hazardous materials and fire safety.



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- Assure that all food and other departmental supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume without excess in case of power outage.
- Assist with the training of new employees.
- Serve food in the proper portion size and at the proper temperature.
- Report any infraction in the food services department policies and procedures.
- Arrive to work at the scheduled time.
- Perform other related duties as required.

Requirements

- Professional diploma or food services management experience required.
- Minimum 1 year of commercial cooking experience in the industry required.
- Working experience in the daycare industry preferred.
- Demonstrated knowledge of food and catering trends, quality, production, sanitation, food cost controls, and presentation required.
- Knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling required.
- Must be free of diseases that may be transmitted in the performance of job responsibilities.
- Ability to lift up to 50lb required.
- Effective communication skills.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Highly effective teamwork skills.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Attention to detail in all areas of work.
- Ensures the kitchen manual is up to date with any revisions being submitted to the executive director. Including all recipes, procedures, allergens, package or ingredient changes and other items as required.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Strong problem identification and problem resolution skills.
- Strong work ethic and positive team attitude.

Working Conditions

- Interacts well with children, family members, staff, visitors, government agencies/personnel under all circumstances.
- Working independently in commercial kitchen.

See next page for application requirements...



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Application Requirements

Interested applicants are invited to submit a cover letter and resume addressed to our Executive Director, Leesa Horsfield. Please indicate subject line as "Application: Teaching Assistant." Preferably in PDF from with both you resume and cover letter in the same document.

Applications are to be sent to mthadmin@bellnet.ca

Job posting closes to applicants August 28th at 4:30 pm.

We thank all applicants for their interest in Macaulay Tree House. However, only candidates selected for an interview will be contacted.