



WE ARE HIRING A COOK FOR OUR NAVAN LOCATION (8 minutes to Orleans)!!

INTERNAL/EXTERNAL JOB POSTING – PERMANENT CHILDCARE COOK – 7 hours per day

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

- **COOK:** Children's Village at Navan requires: a Permanent 7 hours/day Program Cook for their Toddler/Preschool/Kindergarten/School Age program.

Summary of Cook position:

The Child Care Centre Cook manages the kitchen in strict compliance with Ottawa Public Health Department, Child Care and Early Years Act and all other applicable regulations and legislation. They are responsible for menu planning and implementation, purchasing of groceries and supplies and daily preparation of allergy-aware nutritious menus and snacks served to the children. The Childcare Centre Cook works in consultation with the Program Supervisor to ensure the smooth operation of the kitchen and its coordination with the programs of the centre. They also work in the program with the children as required.

Qualification for the Cook position:

- Diploma in Culinary Arts Program, an asset;
- Minimum of 2 years' experience as a cook, preferably in a childcare setting;
- Food Handlers Certificate;
- Valid Ontario Driver's License and a vehicle or alternative method of transportation to get grocery purchases to the Childcare Centre;
- Familiarity with planning and implementing menus around the Canada Food Guide and within Ottawa Public Health Department guidelines;
- Creative and age appropriate ideas for meal planning;
- Ability to work in a fast-paced environment;
- Valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;
- Displays a caring, compassionate and respectful attitude towards children and families;
- Strong organizational and administrative skills;
- Proven ability to work closely with other team members;
- Strong leadership skills;
- Strong written skills;
- Ability to meet the physical demands of the job.

Salary: Starting at \$22.48 per hour (Permanent positions include a comprehensive benefit and paid leave package)

Location: 1375 Colonial Drive, Navan

Start Date: To be determined

Qualified individuals are invited to submit their resume **and** cover letter by Monday, April 22nd, to careers@childrensvillage.on.ca

**Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**