

Childcare Cook

Full-Time Permanent – 35 hours/week, 7 hours/day

Primary Location: Children's Village at Klondike – 1032 Klondike Road, Kanata, ON

Salary: \$25.00-30.00/hour

Who We Are

For over 160 years, Children's Village of Ottawa-Carleton has been an integral part of our community, supporting children, families, and caregivers through generations of change. Founded in 1864 as a home for orphaned and vulnerable children, we've evolved into a leader in high-quality, inclusive early learning and care. Throughout every chapter, one principle has remained constant: creating environments that feel like **"the next best thing to home."** Today, as one of Ottawa's longest-standing charities, we serve families through a network of licensed childcare centres, home childcare programs, and community-based services that reach children from infancy through school age.

If you're looking to build your career in a place where your work means care and carries meaning today and for generations to come, you'll find it here.

Position Overview

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.

This posting reflects one current opportunities within our team and reports to the Program Supervisor.

What You'll Do

- Communicate with children and families by being equitable, inclusive and respectful of diversity.
- Oversee kitchen operations by planning and preparing nutritious meals and snacks aligned with the Canada Food Guide, accommodating allergies and dietary needs
- Post and maintain menus
- Manage food ordering, purchasing, inventory, and budget-conscious procurement
- Ensure timely meal delivery and kitchen clean-up
- Monitor food waste and adjust menus accordingly
- Maintain a clean, safe, and compliant kitchen environment in accordance with public health regulations
- Track cleaning schedules and equipment needs; support health and safety by understanding children's medical and dietary requirements
- Following all applicable legislation and policies, and participating in emergency procedures

- Assist in childcare programs as needed to maintain ratios while promoting a safe, inclusive, and healthy environment for children and families.

To be successful in this role, you will bring:

- Diploma in Culinary Arts Program, an asset;
- Minimum of 2 years' experience as a cook, preferably in a childcare setting;
- Food Handlers Certificate;
- Valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;

You demonstrate:

- 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;
- 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;
- The ability to lift up to 40 pounds.

The selected candidate must hold a valid Standard First Aid & CPR 'C' certification, a current and satisfactory Police Vulnerable Sector Check, and a valid Ontario Driver's License with reliable access to a vehicle.

What We Offer

At Children's Village of Ottawa-Carleton, we believe the quality-of-care children receive is directly connected to how supported and valued our employees feel. That's why we've built a **workplace culture rooted in trust, respect, collaboration, and growth. where your wellbeing matters and your contributions are recognized.** We offer a comprehensive total rewards package designed to support both your professional and personal life, including:

- Vacation starting at 4 weeks per year, growing to 6 weeks with tenure
- 5 paid personal leave days per year
- 18 paid sick days per year
- Health and dental benefits and RRSP with employer matching
- Free in-house Standard First Aid & CPR training
- Fully funded professional development

Most importantly, you'll be part of a team that genuinely cares, where collaboration is at the heart of how we work, and every team member plays a meaningful role in creating positive, lasting experiences for the communities we serve.

Recruitment Process & Accessibility

Children's Village of Ottawa-Carleton is committed to building a diverse, equitable, and inclusive workplace where all individuals feel respected, valued, and empowered to contribute. We welcome applications from people of all backgrounds, identities, and lived experiences, including, but not limited to,

Indigenous, Black, and racialized individuals, persons with disabilities, members of the 2SLGBTQIA+ community, and those from diverse cultural and linguistic communities.

We are committed to providing an accessible and barrier-free recruitment process. Accommodations are available at every stage of hiring in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodation in advance and we will work with you to meet your needs.

Candidates identified as a strong fit will be invited to participate in an initial screening call. Successful candidates will then advance to the interview stage. To learn more about the recruitment process, [visit our Careers page](#).

- **Application Deadline:** August 31, 2026
- **How to Apply:** Submit your resume and cover letter to Melissa Anson, Manager, Group Care Programs, at careers@childrensvillage.on.ca.

Apply today and join an organization that has been supporting children and families in Ottawa for generations. It takes a village to raise a child: come be a part of ours!