



YMCA of Simcoe/Muskoka

22 Grove Street West

Barrie, ON

L4N 1M7

JOB TITLE: Cook

DEPARTMENT: Child and Family Development

PLACEMENT: [Full-Time, Part-Time, Term Appointment, etc.]

ABOUT THE YMCA OF SIMCOE/MUSKOKA:

The YMCA of Simcoe/Muskoka currently serves over 125,000 people in Simcoe County and the Districts of Muskoka and Parry Sound in Central Ontario. The YMCA is one of the largest charities within our service area, providing over \$1.1 million annually of support and access to our programs and services.

With a staff complement of 1200+ full and part-time staff, combined with over 1,000 volunteers and donors, and an operating budget of \$39 million, the YMCA of Simcoe/Muskoka serves over 30,000 annual members and participants through its eight membership centres in Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia, Parry Sound, and Wasaga Beach; 3,000 Child Care families across a number of communities; registers 5,000 day campers in addition to 1000 overnight campers at YMCA Camp Kitchikewana on Beausoleil Island; over 15,000 people through leadership development, outdoor education and family programs at YMCA Geneva Park; and counsels over 20,000 people in several community development programs.

As our Mission Statement affirms, "My Y is dedicated to the growth of all persons in spirit, mind and body, and to their sense of belonging to each other and the global community." Our Vision for the future is "My Y inspires people to reach their full potential."

GENERAL FUNCTION:

Under the direction of the Supervisor, Child and Family Development the Cook is responsible for the planning, organization, purchasing and preparation of the daily snacks and lunches for the assigned Child Care Program areas in accordance with the Ministry of Education and the Ministry of Health.

KEY RESPONSIBILITIES:

- Demonstrate strong support and commitment to the mission and core values of the YMCA of Simcoe/Muskoka and the YMCA in Canada.
- Demonstrate strong support and commitment to serving the membership, facility users and all program participants of the YMCA of Simcoe/Muskoka.
- Models appropriate behaviours to staff in line with our Mission, Vision and Values; establishes rapport and maintains effective relationship building behaviours with staff and members
- Represents the YMCA in a professional manner
- Understands and integrates the value of philanthropy and volunteerism and imparts this knowledge and belief upon staff, volunteers and members
- Understands and participates in YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and the community
- Self manages on-going professional development; responsible to attend YMCA Child and Family Development training programs as required
- Follows the supervision and guidance of the Supervisor, Child and Family Development
- Discuss policy or liability with Supervisor or Manager as required
- Adherence to the YMCA Child Protection Policies and Procedures

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- Understand and be sensitive to the diversity of the community
- Develop and maintain partnerships or consult with external agencies such as MEDU Program Advisors, Public Health Inspectors, and YMCA Canada Play in Action Auditors etc.
- Demonstrate strong support and commitment to community activities, representing the YMCA in a professional manner
- Works to maintain active and effective communication and information networks within the centre and community agencies working with individual children and families regarding nutritional needs and diet
- Develops positive relationships and collaborative partnerships with parents
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA programs, such as camp, summer club, PA days, holiday breaks, etc.
- Adherence to all provincial and federal legislation relevant to job description

PROGRAM, FOOD PREPARATION AND SANITATION

- Understands and complies with all legislation, guidelines and policies that pertain to:
 - MEDU Day Nurseries Act Licensing
 - Department of Health and municipal by-laws and regulations
 - Board of Education Occupancy Standards
 - Employment Act Legislation
 - Ontario Legislation as applicable to the reporting of Abuse
 - YMCA Standards, Guidelines and Policies
- Responsible to prepare a five week rotating menu for child care centre that meets YMCA Menu Planning Protocol.
- Prepare one hot lunch and two snacks per day following the five week menu
- Supply special dietary meals if necessary, taking children's allergies and special parental direction into consideration. Information from both sites to be posted in kitchen.
- Responsible for food and kitchen inventory as well as the ordering of all food supplies.
- Post all menu changes on the monthly menu plan and in the daily journal
- Record all hot and cold holding food holding temperature as necessary including at catered sites, (record must be maintained for two years)
- Record all fridge temperatures twice daily and freezer temperatures once daily, (record must be maintained for two years)
- Handle food and dishes in accordance to the Ministry of Health Regulations
- Cleaning and sanitizing of kitchen equipment daily
- Clean and sanitize cupboards, fridge and food storage areas on a weekly basis or more often if necessary
- Maintain all health and safety requirements, including but not limited to WHIMIS
- Ensure that meals are prepared in proper quantity in relation to the number of children
- Utilize a feedback form to ensure quantities and types of meal at catering sites are adequate
- Notification of centre supervisor if unable to work or arrange for supply staff if required
- Works as a team member with other staff and supervisor
- Ensures all programs are accessible, appropriate and safe
- Identifies and seeks support to act on opportunities for program enhancement
- Assists in supervision of lunch, and sets up and cleans room to meet needs of activities and programs





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- Understanding of early childhood education principles, practices and standards
- Required to move program equipment both large and small and undertake cleaning duties
- May be required to be a ratio staff in program with the children

ADMINISTRATION

- Occasional use of computers for administrative support purposes. (Typing menus, allergy lists)
- Assist to achieve financial viability within the child care center. Tracking food expenses, in alignment with amount budgeted and/or current enrollment
- Daily record of food serving and refrigeration temperature logs are complete
- Documents incidents and follows up with supervisor and parents when appropriate

JOB KNOWLEDGE/QUALIFICATIONS:

- Secondary Education Diploma
- Safe Food Handler Certificate
- WHMIS Certification
- Current First Aid and CPR Level C Certification
- Current Immunization Record, Clear Tb Test, Medical Note confirming fit to work in Day Nursery
- Operation of Food Services equipment i.e. oven, stove, cooking appliances
- Must have knowledge of children's nutritional requirements according to Canada's Food Guide, MEDU and the Ministry of Health legislation
- Capacity to work within a team and be part of a large multi-service, charitable Association
- Flexibility regarding assigned working hours, particularly regarding split shifts
- Well-developed interpersonal, and relationship building skills
- Ability to establish rapport and excellent communication with members including children, parents, staff, volunteers, other community agencies, MEDU representatives, Health and Fire Departments and volunteers
- Work with, lead and evaluate volunteers and placement students
- Excellent written and verbal communication skills
- Experience and sensitivity in dealing with all members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Child Protection orientation
- AODA training
- Health & Safety Awareness training
- Bill 168 (Violence & Harassment in the Workplace) training
- Mandated training is required before or shortly after commencement of work
- Clear Police Reference Check and Vulnerable Sector Screening
- Must be able to work flexible hours based on client needs

We wish to express our appreciation to all applicants for their interest in this position; however only candidates selected for an interview will be contacted.

Please be advised that all offers of employment are contingent upon the successful completion of a Police Records Check and Vulnerable Sector Screening.

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The YMCA of Simcoe/Muskoka is committed to fair and accessible employment practices. Our goal is a diverse, inclusive workforce that reflects the communities we serve. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the Human Resources department.

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