

JOB DESCRIPTION: SUPPORT STAFF

Summary of the Position

The Support Staff position is responsible for developing and providing nutritious meals and for general housekeeping duties within the Centre consistent with the policies and procedures of *ABC Childcare Centre*.

Duties of the Position

Food Preparation (responsibilities based on the needs of the program and may include...)

- plans and develops nutritious menus according to the Canada Food Guide, taking into consideration food requirements and/or restrictions due to special diets, allergies, functions, special occasions, philosophies, religions and/or cultural factors
- prepares, cooks and presents all food in the program, including fundraising, special events, snacks and hot meal(s) daily in accordance with fluctuating attendance and posted menus
- plans menus and recipes and posts changes to daily menu
- maintains proper storage of food by receiving food and other supplies, ensures correct quantities are delivered; stores supplies, rotates food stock to ensure quality; ensures that existing supplies are utilized according to nutritional standards before menu cycles changes; signs and records receipts accurately
- purchases and orders food supplies as required; adjusts standard divisional quantities ordered or menus to meet children's specific nutritional needs
- maintains and secures inventory of food
- keeps kitchen, kitchen equipment, food storage areas, clean tidy and in good working order; ensures safe working conditions, health regulations and sanitary procedures are adhered to
- reports faulty or dangerous equipment or conditions to the Supervisor and arranges for their repair in consultation with the Supervisor and/or the Board
- directs and instructs supply staff, students and volunteers in food preparation, safety and hygiene requirements as required and may act as a resource for parents
- assists program staff with meals and other food-related activities (i.e. serving snacks, etc)
- checks refrigerator, freezer and dishwasher temperatures and all other equipment to ensure proper and safe functioning; reports any problems or necessary repairs to the Supervisor and/or the Board
- acts as a resource for parents on eating difficulties, allergies, menu planning, etc, as required

Housekeeping (responsibilities based on the needs of the program and may include...)

- cleans daily and performs minor repairs and maintenance, as required
- cleans floors and stairs by sweeping, wet/dry mopping and spray buffing
- mixes cleaning solutions and uses equipment such as mops and buffers
- vacuums and cleans carpeted areas using vacuum and steam cleaner

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Strengthening the partnership between parents and teachers

- cleans windows, bathrooms, walls and furniture
- launders, maintains and secures inventory of linens, as well as cleaning supplies

Qualifications

Education

- Secondary School Diploma or approved equivalent
- Diploma and/or Certification in nutrition, food preparation, and food handling

Experience

- knowledge of the *Occupational Health and Safety Act*, Canada's Food Guide, *Day Nurseries Act*, (*Health Protection and Promotion Act*), and *Food Handlers and Preparers Act*;
- ability to meet the specifications of these Acts and any other related regulations that apply to this work

Competencies

- patience, dedication, energy, enthusiasm and caring attitude
- demonstrated ability to direct, instruct and care for children
- ability to deal with non-routine situations
- ability to handle emergencies, crisis, and hostile behaviours
- ability to maintain control in frustrating situations
- ability to work co-operatively with others in a team environment, while providing work direction
- consulting/reporting non-routine situations to the Supervisor and/or the Board
- ability to accommodate co-workers
- ability to maintain neat and accurate records
- ability to communicate effectively both orally and in writing with children, parents, co-workers, teachers
- ability to maintain confidentiality of all information related to children, parents, and staff
- ability to carry/lift children and carry/move moderately heavy items
- ability to stand for extended periods of time and to work at the height of the children
- willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, and occasional inclement weather
- ability to work flexible hours as required
- medical required by local Health Department