



## **JOB POSTING: CHILDREN'S SERVICES COOK (ON-CALL/RELIEF)**

**THE MISSION OF SONSHINE COMMUNITY SERVICES:** Motivated by our Christian faith, our mission is to help women and children transform their lives. We envision a community where women and children live safely in healthy families

Since 1978, Sonshine Community Services has been providing care and support to families and individuals in need. Sonshine Community Services operates four main programs; the first Children's Centre (licensed and accredited daycare) of its kind in Canada which caters specifically to children who have been impacted by domestic violence as well as other forms of emotional trauma, a second stage (one year stay) residential program for abused women and children escaping domestic violence, a Community Counseling program and a Family Day Home agency. With more than 35 years' experience, Sonshine Community Services has emerged as a leading social service provider for women and children fleeing family violence in Calgary and area. Throughout Sonshine's growth, the organization's consistent and primary focus remains on the women and children in its care. Staff and volunteers are very committed and passionate about Sonshine's work and the successful outcomes of its programs which clients have experienced.

### **PURPOSE OF THE POSITION**

We are seeking a food and child-loving individual to fill the position of *On-Call/Relief Cook* in our Children's Centre. You will carry out the planning and preparation of all food for the children in the Centre, working as part of a team to create a safe, caring and enriching place for children.

### **DUTIES AND RESPONSIBILITIES**

#### **Primary Responsibilities:**

- Plan, order, purchase and prepare nutritious food for children ages 19 months to 6 years which meets the Canada Food Guide and licensing requirements.
- Prepare two snacks and one lunchtime meal daily.
- Keep current and up-to-date on knowledge regarding proper nutrition and proper food handling techniques.
- Store and prepare food in a manner that is safe for consumption.
- Keep kitchen area organized, clean and sanitized at all times.
- Work with the Director and families to ensure dietary restrictions of individual children are supported and alternative food choices supplied.
- Post approved menus in advance, easily accessible to children, staff, and parents.
- Serve food items to individual rooms and collect dishes when the lunchtime routine is over
- Sanitize all utensils and dishes used by the staff and children
- Review cooking area often to ensure maintenance and working order of equipment.
- Inspect and sanitize fridge and freezer space to ensure spoiled food is discarded and remaining food items are safe for consumption, checking expiration dates etc.
- Prepare food for staff meetings and/or family and parent functions as requested by the director
- Review the menu and update regularly incorporating staff and parent feedback.



- Plan with Primary Child Support Workers cooking experiences for the children as part of the program plan.
- Receive and review all food order deliveries, ensuring accuracy in billing and appropriate quality of items received.

### QUALIFICATIONS AND SKILLS

- Food Handling Course (certificate of completion)
- Preferred Certification as Child Development Assistant (formerly Level 1)
- Establish positive and productive relationships with supervisors, colleagues, children, and families.
- Demonstrated the ability to work productively and positively with co-workers and supervisors.
- The following are considerations: personal suitability, problem-solving skills, effective interpersonal communication and relationship building skills, flexibility and strengths-based approach, dependability and demonstrated ethics in practice.
- Experience preferred.

### REQUIREMENTS

- Current criminal record check including vulnerable sector search (within the last 6 months)
- Current child Intervention check (within the last 6 months) \*or willing/able to obtain immediately
- Current Standard First Aid/CPR or willing to obtain immediately
- Adhering to and implementing the Nutritional Policy.
- Adhering to food safety standards at all times.
- Working within the "Safety for Food Handlers" guidelines.

Please submit a resume and cover letter no later than **FEBRUARY 12, 2018.**

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*Sonshine Community Services is an equal opportunity employer.* We thank all applicants for their interest, however, only those selected for an interview will be contacted.