



**Supply Cook**  
**Location – East Parry Sound**  
**Early Learning and Child Care Centres**  
**(Powassan, South River, Emsdale)**

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

**Overview of the Opportunity**

Casual **Supply Cooks** assume responsibility for all kitchen duties: the preparation, serving, and cleaning up of all the meals, including lunch and snacks served at the Child Care Centre, on a casual call-in basis. Work may include direct interaction with children that can be physically demanding. This is a casual position; shifts are scheduled on a call-in basis.

**Supply Cooks can select availability for the following locations and programs:**

- Early Learning & Child Care Centres (Fairview in Powassan, First Steps in South River, and Highlands in Emsdale)

The **Supply Cook** position may include direct interactions with children, which can be physically demanding. The Supply Cook may be responsible for lifting and carrying children and equipment and may need to spend time sitting on the floor, or child-sized furniture.

**Required Qualifications Include**

- Secondary School Diploma with food services credits.
- Food Handlers Certificate required.
- Ability to work independently and co-operatively with minimal supervision.
- Ability to organize time and prioritize workload.
- Ability to plan nutritious menus and cook and prepare food according to Canada's Food Guide.
- Ability to travel throughout the District as required.
- Knowledge and understanding of all legislation relevant to the position.
- Valid certification in Standard First Aid, including Infant and Child CPR within 3 months of hire.

**Principal Responsibilities Include**

- Maintain a clean and food-safe working environment as per standards set out by the local Health Unit and relevant legislation.
- Develop and adhere to menus in accordance with Canada's Food Guide and other appropriate legislation.
- Order, purchase, and monitor supplies in consultation with and approval from the Supervisor.

- Prepare nutritious, creative lunches and morning and afternoon snacks, which adhere to Canada's Food Guide and the relevant legislation.
- Prepare food in quantities appropriate to the number of children in attendance.
- Work as part of the team to support the child care program.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [jobs@psdssab.org](mailto:jobs@psdssab.org)

**We are proud to offer the following to our casual employees**

OMERS Pension with 100% matching contributions, Employee Assistance Program, and professional development.

**Salary Range**

\$21.60/hour, as per Collective Agreement, plus 4% vacation pay.

**Classification**

OPSEU – Supply Cook  
Status – Part-time/Casual

**Please submit a cover letter & resume referencing job ID 25U-02 by January 24, 2025**

**Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

**To view other employment opportunities, visit [www.psdssab.org/employment](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

