



Cook – Part Time
Part-time Permanent - 24 Hours / Week
(Monday – Friday)
Location – South River

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, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Overview of the Opportunity

The **Cook** assumes responsibility for all kitchen duties: the preparation, serving, and clean up of all the meals, including lunch and snacks served at the Child Care Centre. The **Cook** position at **First Steps Early Learning and Child Care Centre** may include direct interaction with children that can be physically demanding.

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.
- Clear Vulnerable Sector Check.
- Ability to travel throughout the District as required.
- Knowledge and understanding of all legislation relevant to the position.
- Must obtain 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 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.
- Work may include direct interactions with children, which can be physically demanding. The 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.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Salary Range

\$22.20 / hour, as per Collective Agreement.

Classification

OPSEU – Cook – Part time
Status – Part-time Permanent

Please submit a cover letter & resume referencing job ID 24U-59 by December 5, 2024

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org
1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit 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.

