

**THE PEAR TREE PRESCHOOL**  
**JOB DESCRIPTION**  
**COOK**

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**Title: Cook**

**Reports to: Campus Supervisor/Designate, Kitchen Manager**

**Job Summary:**

Prepare and cook a wide variety of foods. He/she is responsible for ensuring necessary items are in stock to prepare nutritious meals and snacks for children (ages 0 to 12 years). The cook must ensure health and safety guidelines and regulations are strictly followed that are in compliance with the HKPR Health Department, CCEYA, Northumberland County Operating Criteria and all other applicable legislation.

**Main Duties and Responsibilities:**

- Prepare meals (including but not restricted to cutting/peeling fruits and vegetables, boiling water for rice or pasta, baking food in high temperature oven)
- Plans meal and snack menus in accordance with Canada's Food Guide and the Child Care Early Years Act which meet the nutritional needs of young children and provide food variety and appeal as well as reflecting the ethnic diversity of the children at the centre; consults with the Kitchen Manager regarding menu plans; posts menu plans two weeks in advance and notes any changes daily; maintains a current list of children with special health and cultural dietary food needs and plans and provides acceptable alternatives.
- Preparing alternative meals for children with allergies
- Ensuring food is properly stored and labelled
- Maintaining sanitation, health, and safety standards in all work areas and utensils
- Operating multiple kitchen appliances
- Bringing multiple food bins to and back from each rooms
- Regular inventory of kitchen equipment and supplies
- Participate in fire drills and other emergency procedures as necessary
- Attends housekeeping and general staff meetings and participates in WHMIS and Food Handler's workshops and any other opportunities for professional growth and development.
- Other related duties as may be assigned by the Kitchen Manager and/or Supervisor

**Qualifications:**

Minimum

- Secondary School Diploma
- Clean Vulnerable Sector Check
- 2 step TB test
- Valid Standard First Aid and Level "C" CPR
- Food Handler's Certificate