



Township of Champlain

Daycare Department Job Description

TITLE: Cook/Assistant Teacher

REPORTS TO: Daycare Services Coordinator

SUBORDINATE POSITIONS: None

POSITION SUMMARY:

Under the supervision of a Daycare Teacher, this position is responsible for the food preparation and service for groups of 20 and more children and for assisting in providing a safe and developmentally appropriate daycare program in accordance with all relevant legislation, policies and procedures.

RESPONSIBILITIES:

1. As a cook, the duties are:
 - purchase groceries according to policies.
 - with the Daycare Services Coordinator will plan and implement a fourteen (14) day cycle menu.
 - prepare two (2) daily snacks.
 - be responsible to keep the kitchen area and all equipment and dishes clean as per the Health Unit guidelines.
 - report any concerns with equipment, including playground and plumbing to the Daycare Services Coordinator.
 - inventory all kitchen supplies.
 - encourage good table manners and eating habits.
 - conduct daily flushing of water system and maintain a log of these as per the Ontario Ministry of the Environment regulations.
 - performs daily and monthly playground inspections to ensure all equipment is up to DNA requirements.
 - follow sanitary procedures.

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2. As an assistant teacher, the duties are:
 - assist in effectively supervising children in their activities and routines, guiding them in their physical, social and emotional growth.
 - responsible for being aware of each children's needs and planning to accommodate them.
 - assists in providing activities, which are appropriate and flexible according to the program statement.
 - assists in performing a visual inspection of each child as they arrive each day and reports any concerns to the Daycare Services Coordinator.
 - interacts in a professional manner with support staff, volunteers and students in placement.
 - attends meetings, workshops, etc.
 - assists in working with children referred by the Children's Aid Society or the United Counties Integration Program as per our policies and procedures.
 - reports any suspicious case of abuse to the Daycare Services Coordinator.
 - is aware of all policies and procedures and adheres to them.
 - attends and completes any necessary training, as required.
 - assists in administering medication as per any signed authorization from the parents and according to the rules of the Day Nurseries Act.
 - maintains a current knowledge of all relevant provincial statutes and regulations and all relevant by-laws dealing with daycare services and related topics.
3. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.
4. Carries out any other related duties, as may be assigned by the Daycare Services Coordinator and/or Daycare Teacher.

REQUIRED SKILLS:

1. A high school diploma or the equivalent in courses and experience.
2. Minimum one (1) year experience as a cook and in a working with children of daycare age.
3. Ability to work alone or as part of a team.
4. Good communications and interpersonal skills. Must be able to interact with children and other staff. Must be fluently bilingual.
5. Willingness to regularly update training and knowledge.
6. Valid First Aid /CPR and verification of medical suitability as specified in the Day Nursery's Act.

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WORKING CONDITIONS:

1. Work in this field is continuous and requires concentration on the supervision, which can cause a certain level of stress for the employee.
2. Work will include standing for a long period of time, lifting heavy pots and kettles, working near hot ovens. Show physical stamina and be able to lift up to 25 kgs.
3. Job hazards include slips and falls, cuts and burns, but injuries are seldom serious.
4. Work in an environment that can be hazardous to health by having direct contact with viruses and also noise levels.
5. The hours of work for this position vary depending on the needs of the department.