



# Housekeeper/Assistant Cook Summer Program Assistant

Casual · Full-time · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children’s Services (AFCS) is looking to hire Housekeeper/Assistant Cook Summer Program Assistants to work at our Group Child Care Centres! As Summer Program Assistants, you will maintain a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations and agency procedures. You will assist in providing food and doing follow-up cleaning, keeping dining, activity, washroom and office areas sanitary and clean and doing laundry.

**\*Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children’s Services\***

## 2 POSITIONS AVAILABLE AT VARIOUS ANDREW FLECK CHILDREN’S SERVICES SITES

*Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for the CSJ program is 30 years of age. To be eligible, applicants must be between the ages of 15 and 30 and must be a Canadian citizen or Permanent Resident.*

Available from:	June 2023 to September 2023 (Variable start and end dates)	
Salary:	\$18.01 per hour + 4% vacation pay	
Hours:	35 hours per week	
Locations:	Various Child Care locations:	
	George Street Program	195 George Street
	Stittsville Program	40 Granite Ridge Drive

Closing date: April 24<sup>th</sup>, 2023  
Apply: **E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)**

**PLEASE SPECIFY YOUR LOCATION OF INTEREST IN YOUR COVER LETTER AND/OR SUBJECT LINE.**

### What Andrew Fleck Children’s Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Provide or assist in providing snacks and meals by handling, processing and helping in cooking or otherwise readying food
- ✓ Cover assistant cook duties for multiple child care centres on differing days
- ✓ Delivery and set up of the hot lunch program
- ✓ Maintain hygiene standards as defined under the Food Premises Act, Health Guidelines, and agency policies in areas associated with food provision
- ✓ Sweep and wash eating area floors and disinfect tables and chairs
- ✓ Maintain children’s activity, washroom and staff areas in required sanitary and neat condition
- ✓ Clean and disinfect washroom and fixtures; collect and dispose of garbage; may wash floors
- ✓ Assist in maintaining supplies and may assist cook in maintaining food requirements; advises supervisor of needs
- ✓ Completes appropriate observational records as required
- ✓ Greet the children as they arrive in the morning, help them remove their outside clothing, and accompany them to their respective cohorts. In the afternoon, the program assistant will pick up the children from their cohorts, help them put on their outdoor clothing, and bring them to their parents/guardians.
- ✓ Demonstrate flexibility in meeting the needs of the children by assisting teachers in maintain adequate levels of supervision when necessary
- ✓ Demonstrate care for and interest in children in carrying out daily duties; ensures that the needs of the children receive first priority

### To qualify for this role you have...

- ✓ Clear Police Record Check (Level 2) completed in the last 6 months
- ✓ Immunization Record (TDP, MMR-Td current in last 10 years)
- ✓ Food Handlers Certificate
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Basic knowledge of food handling, housekeeping and sanitary practices
- ✓ Demonstrate understanding of licensed group care environment
- ✓ Ability to relate well to children and be flexible

### It would be an asset if you had...

- ✓ Fluency in both official languages (French & English)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

