



## 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 Cook Summer Program Assistants to work at our Overbrook Child Care Program! As Cook Summer Program Assistant, you will assist in providing food and doing follow-up cleaning, & keeping dining, activity, washroom, and office areas sanitary and clean.

This position is funded 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 23, 2025 to August 15, 2025  
**Salary:** \$19.20 per hour + 4% vacation pay  
**Hours:** 35 hours per week  
**Locations:** Overbrook Child Care Program, 557 Queen Mary Street, Ottawa, ON  
**Closing date:** May 27<sup>th</sup>, 2025  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### 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
- ✓ 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
- ✓ 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
- ✓ 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

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)

