



Cook Assistant/ECE Assistant Floater, Licensed Women's Shelter Child Care Programs

Temporary · Part-time · Unionized

Andrew Fleck Children's Services is hiring an Assistant Cook/ECE Assistant Floater for our Kanata Shelter Program! In this exciting role, you will play a crucial role in maintaining a clean and welcoming environment for children and staff alike. As Assistant Cook, you will assist the Cook at the Forest Explorers Program in prepping meals and snacks and then will transport this food from the Forest Explorers Program to the Kanata Shelter Program where you will set up and serve the food. You will also assist the Early Childhood Educators (RECE), for 1 hour per day, in providing a nurturing, developmentally appropriate, healthy and safe environment for the children. If you believe you are the perfect candidate for this role, apply now to join our growing team!

ABOUT THE LICENSED WOMEN'S SHELTER RESPITE CHILD CARE PROGRAMS

The Licensed Shelter Respite Child Care Program offers mothers residing in the shelter, temporary child care for their child or children. This program is designed to support mothers who may need to attend appointments, meet with shelter staff or for respite care. The program offers on site licensed child care for children up to the age of 12 years old, in a safe, caring and stimulating environment.

Available from: June 16th to December 1st, 2025
Salary: **Assistant Cook rate:** 18.21 to 21.26/ **EA rate:** \$22.08 to \$25.07 per hour
Hours: 20 hours per week, 10 am to 2 pm daily (3 hours in Assistant Cook role & 1 hour in EA Floater role)
Location: Forest Explorers Program, 415 Corkstown Road & Kanata Shelter Program
Closing date: June 9th, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ 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...

- ✓ Maintain a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations
- ✓ Assist with food preparation at the Forest Explorers Program
- ✓ Deliver and set up the hot lunch program at the Kanata Shelter Program
- ✓ Demonstrate knowledge of current Canada Food Guide recommendations
- ✓ Light housekeeping duties
- ✓ Maintain hygiene standards as defined under the Food Premises Act
- ✓ Follow procedures in accordance with Child Care Early Years Act, CCEYA
- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Attend to physical needs of the children
- ✓ Ensure positive communication with parents

To qualify for this role you have...

- ✓ Valid Drivers License and access to a car
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Food Handlers Certificate and basic knowledge of food handling, housekeeping and sanitary practices
- ✓ Previous experience providing food in a licensed group environment
- ✓ Demonstrated experience preparing meals for persons with allergies and food restrictions
- ✓ Qualified experience in cooking for groups and operating a kitchen
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Adequate energy level and ability to meet the physical demands and time constraints of the job
- ✓ Demonstrated understanding of a licensed group care environment
- ✓ Ability to work as a member of a team and also independently with minimal supervision
- ✓ Sensitivity and respect for individual cultural differences

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

APPLY TODAY!