



JOIN THE ANDREW FLECK FAMILY!

Cook

Alta Vista Nursery School Child Care Program

Permanent · Full-time · Unionized

Andrew Fleck Children's Services is looking to hire a Cook for our AVNS Centre! In this role you will plan and provide meals and snacks daily while maintaining a pleasant, clean and healthy environment for children and staff within food budget guidelines. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Available from: February 23rd, 2026

Salary: \$24.14 to \$27.12 per hour, (Annual- \$47,073.00 to \$52,884.00)

Hours: 37.5 hours per week, 7.5 hours per day, shifts between 7:15 am and 5:30 pm

Location: Alta Vista Nursery School, 480 Avalon Place, Ottawa, ON

Closing date: February 5th, 2026

Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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...

- ✓ Maintain a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations
- ✓ Maintain a daily routine of gathering, washing, drying and folding laundry
- ✓ Demonstrate knowledge of current Canada Food Guide recommendations
- ✓ Plan meal and snack menus considering allergies and food restrictions
- ✓ Post menu plans two weeks in advance and note any changes daily
- ✓ Provide meals and snacks daily by preparing food for immediate or future serving
- ✓ Ensure persons with allergies and food restrictions are not served food with contaminants
- ✓ Order or purchase all food and kitchen household supplies within budget guidelines
- ✓ Maintain food and kitchen household supplies
- ✓ Laundry processing
- ✓ Maintain hygiene standards as defined under the Food Premises Act
- ✓ Follow procedures in accordance with Child Care Early Years Act CCEYA
- ✓ Demonstrate care and interest in children

To qualify for this role you have...

- ✓ High School Graduation Diploma
- ✓ 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
- ✓ Ability to work as member of a team and also independently with minimal supervision
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓

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!