



## 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 23<sup>rd</sup>, 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 5<sup>th</sup>, 2026  
**Apply:** E-mail a copy of your resume to [hrrecruiting@afchildrensservices.ca](mailto: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](mailto:hrrecruiting@afchildrensservices.ca).

