



## ECE Assistant/Cook

Carleton Heights Child Care Program

Permanent · Full-time · Split-Shift · Unionized

### **Andrew Fleck Children's Services is excited to introduce a new premium hourly rate for Early Childhood Educator Assistants!**

Andrew Fleck Children's Services is hiring a unique dual role as ECE Assistant/Cook for our Carleton Heights Child Care Centre! In the role of ECE Assistant you will assist RECEs in providing nurturing care and engaging, developmentally appropriate programming for school-age children in a safe and inclusive environment. You'll work closely with families, colleagues, and community partners to help children thrive before and after the school day.

As Cook, 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. This position is a great fit if you have experience working in group care programs and food preparation, and if you are looking for **meaningful work with excellent compensation**. Apply now to join our growing team!

**Available from:** February 9th, 2026

**Salary:** **ECE Assistant Rate: \$27.12 per hour**

**Cook Rate: \$24.14 to \$27.12 per hour**

**Hours:** 35 hours per week, hours between 8:00am and 5:30pm, split-shifts: 4.5 hours as ECE Assistant, 2.5 hours as Cook

**\*7 Hours on PA and Non-School Days**

**Location:** Carleton Heights Child Care Centre, 1660 Prince of Wales Drive

**Closing date:** January 23<sup>rd</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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

#### In this role you will...

- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Implement program plans daily
- ✓ Observe children's behaviours and levels of participation
- ✓ Attend to physical needs of children
- ✓ Ensure positive communication with parents
- ✓ Maintain a pleasant, safe, clean and healthy environment for children and staff in compliance with Public Health regulations
- ✓ 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
- ✓ 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...

- ✓ Demonstrate understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members and also independently with minimal supervision
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ High School Graduation Diploma; Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- ✓ An additional language (would be an asset)
- ✓ Current Standard First Aid and CPR certification
- ✓ 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 or working directly with children
- ✓ 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

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).

APPLY TODAY!