



Cook/ECE Assistant

Licensed Women's Shelter Child Care Programs

Permanent · Part-Time · Unionized

Andrew Fleck Children's Services is hiring a Cook/ECE Assistant for our South 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 a Cook, you will prepare meals and snacks and serve the food. You will also assist the Early Childhood Educators (RECE), for 1 hours 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:	September 14 th , 2026
Salary:	Cook rate: \$24.14 to \$27.12/ EA rate: \$23.89 to \$27.12 per hour Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal days, Special leave
Hours:	20 hours per week, 4 hours per day (3 hours in a Cook role & 1 hour in an EA role), Shifts between 9:30 am and 1:30 pm
Location:	Licensed Shelter Program – South Shelter
Closing date:	August 10 th , 2026
Apply:	E-mail: 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
- ✓ 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
- ✓ 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...

- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ 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 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

