



Housekeeper - Assistant Cook

Charles Hulse and Overbrook Child Care Programs

Permanent · Part-Time · Unionized

Do you want a meaningful and rewarding career in the child care sector? Are you ready to make a positive impact on children's lives? Join our dynamic team as Housekeeper at the Charles Hulse Child Care Program and as Assistant Cook at the Overbrook Child Care Program! In this exciting dual role, you will play a crucial part in maintaining a clean and welcoming environment for children and staff alike. Your main responsibility will be to ensure a pleasant, clean, and healthy environment. You will achieve this by conducting regular cleaning of the kitchen, bathrooms, and all main rooms within the center. Additionally, you will work closely with our Cook to assist in meal and snack preparation.

If you have a passion for creating a nurturing environment and believe you are the perfect candidate for this role, don't wait any longer! Apply now and be part of our dedicated team at Andrew Fleck Children's Services. Together, let's make a difference in the lives of children every day.

Available from: October 19th, 2026

Salary: \$19.70 to \$23.00 per hour + **6% RRSP + mileage (\$0.50 per KM)**

Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal days, Special leave

Hours: 25 hours per week, 5 hours per day, Shifts from 9:00 am to 11:30am in the role of Assistant Cook at Overbrook; And from 11:30 am to 2:00 pm in the role of Housekeeper at Charles Hulse

Location: Charles Hulse Child Care Program, 2605 Alta Vista Dr., Ottawa, and
Overbrook Child Care Program, 557 Queen Mary St., Ottawa

Closing date: October 13th, 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 hygiene standards as defined under the Food Premises Act, health guidelines and agency policies in areas associated with food provision
- ✓ Assist the Cook with food preparation and setting up the hot lunch program
- ✓ Maintain children's activity, washroom and staff areas in required sanitary and neat condition
- ✓ Clean and disinfect washrooms and fixtures; collect and dispose of garbage, clean and line containers
- ✓ Wash floors, spot clean walls and dust shelves and window ledges
- ✓ Assist and replace other staff at the centre as required
- ✓ Demonstrate care for and interest in children in carrying out daily duties

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) current within the last 6 months
- ✓ Knowledge of basic principles of health and hygiene
- ✓ **Valid Driver's License and access to a car**
- ✓ **Food Handlers Certificate** and basic knowledge of food handling, housekeeping and sanitary practices – Food Handlers Certificate available as an online course at approx. \$25
- ✓ Demonstrated experience preparing meals for persons with allergies and food restrictions
- ✓ Qualified experience in cooking for groups and operating a kitchen
- ✓ 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 relate well to children and be flexible
- ✓ Ability to work as members of a team and also independently with minimal supervision
- ✓ Sensitivity and respect for individual and 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!

