

COOK **Permanent Full-time (PFT) Positions** **Fort Frances, Emo, Rainy River, Atikokan**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,047 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking **COOKS** to join our team. Reporting to the Child Care Site Supervisor of the Rainy River District Social Services Administration Board, the Cook is responsible for planning, preparing and providing well balanced and nutritious meals and snacks which meet the needs of children and other organization food requirements within food budget guidelines and in compliance with legislation. The incumbent is also responsible for maintaining an organized, functioning hygienic kitchen and follows food safety guidelines, handles the ordering, storage and rotation of food, and monitors the notification of food recalls. This position will require travel throughout the District.

Please refer to the attached **JOB DESCRIPTION** for the qualifications/skills, roles/responsibilities, duties, organizational responsibilities, working conditions and conditions of employment.

Candidates who meet or exceed the requirements for this challenging position are invited to submit a complete **APPLICATION FOR EMPLOYMENT**. We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan, subject to eligibility requirements. For more information on how to submit an **APPLICATION FOR EMPLOYMENT**, please refer to the attached **APPLICATION INFORMATION PACKAGE** on our website at www.rrdssab.ca.

APPLICATIONS FOR EMPLOYMENT must be submitted no later than **4:00 p.m. (CST) on Friday, June 7, 2019 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-09-2019-COOK
PRIVATE & CONFIDENTIAL
or emailed to: joannes@rrdssab.on.ca

Deadline
Extended

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.



Dear Applicant,

Thank you for your interest in applying for employment with the Rainy River District Social Services Administration Board (RRDSSAB). We have prepared an Application Information Package so you are aware of the documents that need to be submitted with your **APPLICATION FOR EMPLOYMENT**, the roles and responsibilities of the position and the salary range.

Your completed **APPLICATION FOR EMPLOYMENT** must include the following:

1. Completed **RRDSSAB CHILDREN'S SERVICES EMPLOYMENT APPLICATION FORM**;
2. Cover Letter;
3. Detailed Resume; and
4. Submitted by the date and time stipulated in the Job Posting.

NOTE:

- An incomplete **APPLICATION FOR EMPLOYMENT** or a late submission will not be considered.
- You must submit a **SEPARATE APPLICATION FOR EMPLOYMENT** for each position you are applying.

The RRDSSAB is currently advertising for applications for the following positions (refer to the relevant Job Posting and Job Description for complete details):

- Child Care Site Supervisors (hourly range \$36.20 - \$42.46)
- Resource Educators (hourly range \$27.22 - \$29.75)
- Early Childhood Educators (\$25.64 - \$28.17; Non-ECE \$22.80 - \$25.33)
- Child & Family Centre Coordinators (hourly range \$24.19 - \$26.72; Non-ECE \$22.80 - \$25.33)
- Cooks (\$22.80 - \$25.33)

The positions advertised are to staff Child Care Centres and Child & Family Centres located in Rainy River District, including: Fort Frances/Robert Moore Public, Fort Frances/Northwest Catholic, Emo, Rainy River and Atikokan. On the Application Form, you are asked to rank your preferred work locations, in order. Note that your selected *Preferred Work Locations* do not necessarily guarantee you that location. Permanent Full-time positions work thirty-five (35) hours per week. Casual positions are on a call-in basis with no guarantee of hours. We offer a competitive salary, an excellent benefit package (for permanent full-time employees) and participation in the OMERS pension plan (subject to eligibility requirements).

Please note that all positions may be required to travel, please refer to the specific Job Description. Casual employees are required to be willing and able to work in Child Care Centres and Child & Family Centres throughout the Rainy River District, as assigned.

Should you still have questions after you have reviewed the **APPLICATION INFORMATION PACKAGE**, please contact Joanne Spence at (807) 274-5349, ext. 240 or Aynsley McKinnon at (807) 274-5349, ext. 234, or email joannes@rrdssab.on.ca or amckinnon@rrdssab.on.ca

RRDSSAB Human Resources

Children's Services Employment Application Form



INSTRUCTIONS

Please complete all sections as thoroughly as possible and be prepared to include the documents requested in Section 7 if invited to attend pre-employment testing. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for employment. A separate application is required for each competition. Along with your Application, **please be sure to attach a copy of your Cover Letter and Resume.**

The personal information requested on this form is collected and managed as per the *Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990*. All information provided to us is considered supplied in confidence.

Section 1: POSITION INFORMATION

Competition #: _____	Date Available for Work (yyyy/mm/dd): _____	Type of Position Preferred: <input type="checkbox"/> Full-time <input type="checkbox"/> Casual (must be willing/able to work throughout the District)
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I am applying for the following position: **NOTE: You Must submit a separate Application Package for each position you are applying.**
 Child Care Site Supervisor Resource Educator Early Childhood Educator Child & Family Centre Coordinator Cook
 Preferred Work Locations (RANK 1 Highest - 5 Lowest): **NOTE: All positions may be required to travel, please refer to the specific Job Description**
 Fort Frances/Robert Moore Public Fort Frances/Northwest Catholic Emo Rainy River Atikokan (Rank All That Apply)

Section 2: PERSONAL INFORMATION

Last Name: _____	First Name: _____	Middle Initial(s): _____	
Mailing Address: _____	City: _____	Province: _____	Postal Code: _____
Primary Phone Number: _____	Alternate Phone Number: _____	E-mail Address (Mandatory): _____	

Are you legally entitled to work in Canada? Note supporting documentation may be required.
 Yes No

Have you ever been convicted of a Criminal Offence for which you have not received a pardon and that prohibits you from working under the position you are applying for? Yes No

Section 3: EDUCATION, TRAINING, AND PROFESSIONAL ASSOCIATIONS

Please provide details of secondary and post-secondary education, courses, and training that have given you work-related knowledge, skills, and/or abilities starting with the highest level achieved. Attach an additional page if necessary. **Please note:** Offers of employment are conditional upon providing proof of education noted below.

Name of Institution or Organization	Area of Study/Course	Duration mm/yy to mm/yy	Completed?
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N

Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the RRDSSAB? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (mm/yy): _____	Have you previously worked for the RRDSSAB? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (mm/yy): _____
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Section 5: OTHER INFORMATION

Please describe any other information which might help us evaluate your candidacy (summarize why you believe you qualify for the position(s) for which you have applied):

Children's Services Employment Application Form



Section 6: WORK RELATED REFERENCES

Reference checks will be conducted to assess your past work performance. We ask for this information in advance to expedite the recruitment process later on, however, your references will only be contacted if you are selected and successfully complete the interview process (your current/previous Supervisors). By signing this section, you understand that a condition of your employment is verification of past employment, education, and other information provided by you. Accordingly, you give a representative of the Rainy River DSSAB permission to obtain or exchange personal information with the persons listed below for the purposes of employment with the Rainy River DSSAB.

Signature of Applicant: X _____		Date (yyyy/mm/dd): _____
1	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
2	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
3	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____

Section 7: PROOF OF QUALIFICATIONS

As part of your Application for Children's Services employment with Rainy River District Social Services Administration Board, you must be prepared and able to provide copies of the following documents, as appropriate, if you are a successful applicant. Please check (✓) all those that you **WILL BE ABLE** to provide (please **DO NOT** provide with your Application for Employment package):

- Early Childhood Education diploma; or
- Other Diploma from an approved OCAAT, supported by a letter of equivalency from the Association of Early Childhood Educators of Ontario (AECEO).
- Proof of work-related experience or Association of Early Childhood Educators of Ontario equivalency (prior to Feb. 23, 2014).
- Post diploma Early Childhood Education Resource Teacher Certificate or a program of studies approved by the Director of the Ministry of Education.
- Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR).
- Criminal Record Check including Vulnerable Sector Screening (Original document issued within the last 90 days).
- Valid Ontario Food Handler Certification.
- Up-to-date Immunization Record, which includes confirmation of the following:

<input type="checkbox"/> Measles, Mumps, Rubella	<input type="checkbox"/> Tetanus (issued within last 10 years)
<input type="checkbox"/> Diphtheria, Polio	<input type="checkbox"/> Influenza
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Hepatitis B	

Section 8: AGREEMENT

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed in the "signature" space provided below. (**Note:** If this application is submitted electronically, typing your name is deemed equivalent to signing).

I certify that the information provided in this application and any accompanying attachments are true and complete. I understand that any false statements or deliberate omissions made by me on this application or attachments may be sufficient cause for the cancellation of the application and, if I have been employed, for the immediate dismissal from the Rainy River District Social Services Administration Board.

Signature of Applicant: **X** _____ Date (yyyy/mm/dd): _____

Position Specification/Classification:

Position:	COOK
Supervisor:	Child Care Site Supervisor
Department:	Integrated Services
Classification:	Non-Union/Non-Management
Safety-Sensitive Position:	YES

Position Summary:

Reporting to the Child Care Site Supervisor of the Rainy River District Social Services Administration Board, the Cook is responsible for planning, preparing and providing well balanced and nutritious meals and snacks which meet the needs of children and other organization food requirements within food budget guidelines and in compliance with legislation. The incumbent is also responsible for maintaining an organized, functioning hygienic kitchen and follows food safety guidelines, handles the ordering, storage and rotation of food, and monitors the notification of food recalls. This position will require travel throughout the District.

Qualifications/Skills:

1. Grade 12 diploma with a minimum of 1 year of work-related experience and the ability to understand routine work procedures.
2. A valid Ontario Food Handler Certification is required.
3. Communication skills are sometimes required across the organization to give and receive information. This position is required to exercise courtesy, tact and discretion.
4. Some degree of skill is required for organizing and/or planning straight-forward tasks, activities or projects and performs scheduling for others.
5. Problems faced on the job tend to be somewhat standardized, experience infrequent new problem situations and solutions are made from a number of known alternatives.
6. Knowledge and experience in food preparation, nutritional menu/snack planning, food portion and presentation, and the management of food allergens, restrictions and sensitivities.

7. Strong knowledge and understanding of proper food handling procedures including, but not limited to food safety guidelines, sanitation techniques, cross-contamination prevention, food recalls and storage/stock rotation practices.
8. Proficient computer skills and ability to work within a computerized environment.
9. Knowledge and understanding of directives, legislation and regulations necessary to carry out the functions of the job, including but not limited to, the *Child Care and Early Years Act*, *Food Premises Act*, Food Safety Guidelines, Canada's Food Guide, etc.
10. A valid driver's license and access to a vehicle.

Roles/Responsibilities:

1. The responsibility and autonomy to make decisions is restricted. Decisions may have a limited negative impact in relation to other work functions within the organization.
2. The responsibility to ensure the safety and well-being of others requires some degree of care to prevent injury or harm to others.
3. This position is not required to supervise but orientates new co-workers by demonstrating duties.
4. The responsibility for financial resource matters is very limited as involvement is only on a relief basis.
5. The responsibility for information resources includes using and recording straight-forward information and data in existing formats.
6. The responsibility for material resources includes the basic care and proper usage of inventory, tools and work aids of limited value such as food supplies, stoves, dishwashers, appliances, general office equipment, etc.

Duties:

1. Plan and prepare meal and snack menus in accordance with relevant policies, procedures, legislation and regulations which meet the nutritional needs of young children and provide food variety and appeal as well as reflecting the diversity of the children at the centre, in consultation with the Child Care Site Supervisor, and:
 - a) Posts Menu Plans two (2) weeks in advance and notes any changes daily;
 - b) Monitors the notification of food recalls and adapts menus accordingly; and
 - c) Maintains and disseminates to relevant staff members a current list of children with special health and cultural dietary food needs and plans and provides acceptable alternatives.

2. Order or purchase all food and kitchen household supplies economically and within budget guidelines, monitors food expenditures, authorizes purchase vouchers/invoices from distributors and ensures that vouchers/invoices are accurate.
3. Maintain food and kitchen household supplies by receiving and storing deliveries in hygienic and organized conditions and monitoring stock; rotates food stock to ensure quality; keeps accurate stock control for record-keeping purposes.
4. Provide meals and snacks daily by preparing food for immediate or future serving in compliance with health regulations; and assists in serving meals to children, when required.
5. Maintain hygiene standards as defined under the *Food Premises Act*; keeps kitchen, cupboard, kitchen equipment and food storage areas clean and organized by cleaning pots, counters, equipment and dishes; loading and operating dishwasher; cleaning coolers, pantry and appliances; maintaining equipment and arranging for servicing of appliances when needed.
6. Provide afternoon snacks and beverages for children attending special events, outings and excursions by preparing food and, when necessary, delivering it to off-site locations.
7. Plan and cater food services for parenting, board and executive meetings and any other organizational functions or special events, as assigned by the Operations Supervisor (Children's Services).
8. Orientate the occasional student and/or volunteer; arrange own replacement for short-term breaks with Early Childhood Educator staff.
9. Recommend budget priorities for kitchen equipment purchases and receive petty cash related to program food services.
10. Demonstrate care and interest in children, engages children in food preparation, encourage a positive attitude toward food and nutrition and assist with the supervision of children at meal times, as necessary.
11. Communicate daily with educators concerning attendance, special needs, special events, outings and changes in schedule and accommodates whenever possible.
12. Evaluate meals and snacks with educators, takes steps to resolve any issues and report areas of concern to the Child Care Site Supervisor.
13. Attend housekeeping and general staff meetings and participate in WHMIS and Food Handler's workshops, cook's meetings and any other opportunities for professional growth and development.
14. Ensure the health, safety and well-being of all children and staff in the Centre, in compliance with relevant legislation and RRDSAB policies and procedures.

15. Provide program coverage, as required.
16. Conduct light housekeeping duties including laundry.

Organizational Responsibilities:

1. Compliance with the requirements of the *Occupational Health & Safety Act (OSHA)*, policies and procedures, relevant legislation, and to work in a safe manner by wearing protective devices and/or clothing, and immediately report any equipment, injury or safety problems to the Supervisor/Manager, or designate.
2. Familiarity and compliance with legislation, regulations, guidelines, directives and organizational policies and procedures necessary to carry out the functions of the job.
3. Bring to the attention of the Supervisor/Manager any matters requiring immediate attention or follow-up.
4. Assist with community development activities, as assigned.
5. Work with minimal supervision and exercise sound judgment in decision making and personal conduct, and to maintain confidentiality at all times.
6. Work as a part of the team and demonstrate commitment, spirit, pride and trust to accomplish team goals.
7. Fulfill organizational responsibilities such as attending meetings, assigned training and maintaining responsibility for professional training and development.
8. Travel throughout the jurisdiction of the Board may be required with some travel outside the District to attend training.
9. Assist in special projects and complete other duties, as required.

Working Conditions:

1. Mental activities are of low intensity for most days.
2. Physical effort or demand on physical energy is of moderate intensity for short periods.
3. Work pace has little demands on energy due to few interruptions, deadline changes or conflicting demands. Work pace is in control of the employee.
4. Some exposure to disagreeable conditions as work is primarily performed within a kitchen environment with potential exposure to odours, garbage, grease, hot and cold temperatures.

5. Some exposure to hazards with some possibility of low level injuries and/or health problems as work is performed in a kitchen environment working with a stove, knives, etc.

Conditions of Employment:

1. Police Vulnerable Sector Checks, per the Child Care and Early Years Act and associated Regulations.
2. Proof of valid Ontario Food Handler Certification and ongoing renewals.
3. Valid Standard First Aid Certification including infant and Child Cardiopulmonary Resuscitation (CPR).
4. Valid Driver's Licence and access to a vehicle.
5. Submission of an up to date Immunization Record, as requested.

Signature:

My signature acknowledges the following:

1. I have reviewed and received a copy of this document; and
2. I understand this is a Safety-Sensitive position.

Employee: _____

Date: _____

Approved by HR 03-31-2019