



COOK

**Permanent Full-time Position
(35 hours/week)
Atikokan, Ontario**



JOB OPPORTUNITY

The DRRSB is seeking a permanent full-time Cook to join our team. Reporting to the Child Care Site Supervisor of the District of Rainy River Services 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 is required to provide regular program coverage and travel throughout the District, as required. This is a permanent full-time position located in Atikokan, ON.

Qualifications will include:

- Grade 12 diploma with a minimum of one (1) year of work-related experience and the ability to understand routine work procedures.
- Valid Ontario Food Handler Certification is required.
- Knowledge and experience in food preparation, nutritional menu/snack planning, food portion and presentation, and the management of food allergens, restrictions and sensitivities.
- 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.
- 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.
- Proficient computer skills and ability to work within a computerized environment.
- Possesses effective verbal and written communication skills and the ability to exercise courtesy, tact and discretion.
- Ability to work independently, cooperatively, and responsibly with minimal supervision, and within a team environment.
- A valid driver's license and access to a vehicle.
- Must provide the satisfactory outcome of a CPIC Vulnerable Sector Screen as a condition of employment.

The 2025 hourly rate of pay for this position is \$26.64. We offer a competitive salary, an excellent benefit package and participation in the OMERS Pension Plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé, cover letter and Application Form (attached), including three work-related references no later than **4:00 p.m. (CST) on Monday, May 15, 2025** to:

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
District of Rainy River Services Board
450 Scott Street Fort Frances, ON P9A 1H2

Competition #HR-12-2025-COOK-FT-A

PRIVATE & CONFIDENTIAL

or emailed to: joanne.spence@rrdssab.ca