



## Community Centre 55 Children's Licensed Programs

### INTERNAL/EXTERNAL JOB POSTING

**Posted:** 11 April 2025

**Deadline for applications:** 25 April 2025, 5:00 pm

**Submit resume and cover letter to:** [narni@centre55.com](mailto:narni@centre55.com)

<b>Position:</b>	<b>Kitchen/Housekeeping</b>
<b>Status:</b>	Part – Time (over 18 and under 40 hours)
<b>Accountability:</b>	The Manager of the Children's Licensed Programs
<b>Salary/Wage:</b>	Grade 1 – Step 1: \$17.20 plus 4% vacation pay and applicable wage enhancement grant
<b>Benefits:</b>	Available past probation
<b>Job Type:</b>	<b>Union:</b> CUPE Local 2998
<b>Number of positions:</b>	1 – 12 month contract
<b>Start date:</b>	28 April 2025

Expected hours of work: Monday to Friday: 35 hours/week

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#### Job Description

Community Centre 55 is a community-based organization, developed by and accountable to the community. The main purpose of Community Centre 55 is community service delivery and to act as an intermediary organization facilitating the development of the community by helping it to strengthen its capacity to fulfil its own needs. Community Centre 55's unprejudiced overall approach is to "help people help themselves". Community Centre 55 practices an inclusive style of community development and entrepreneurship. All employees of Community Centre 55 have the opportunity and the responsibility of participating in our corporate mission of community centre programs, services and self-sustaining campaigns. The Kitchen/Housekeeping staff play an important role in providing nutritious meals and maintaining a high-quality kitchen environment. Working independently and within a team environment, the Kitchen/Housekeeping staff will ensure that all health & safety and child care licensing standards are met and maintained as well as meeting the needs of children for mealtimes for children 18 months to 4 years.

#### Major Responsibilities

- Receive, portion, store and maintain at the correct temperature all food that is delivered from the catering company, in an appropriate manner
- Log all food temperatures as required
- Correctly identify and distribute all alternative foods based on the children's needs ensuring staff are aware of any changes
- Contact the food company immediately if items are missing
- Prepare food bins/trolleys with all necessary equipment for snacks and lunch
- Proper use of a variety of kitchen utensils, sharp knives and equipment i.e.: oven, fridge, freezer
- Directly responsible for the care, safety and proper use of all equipment in the kitchen & basement fridge/freezer (if applicable)
- Maintain stock of kitchen equipment
- Discard any equipment that is broken or cracked-consult with Supervisor regarding the replacement of such
- Forward a list of supplies to the Site Supervisor as items start to run out, allowing sufficient time for replacement
- Ensure compliance with Food Handler Course, Toronto Public Health, the CCEYA & Toronto Children's Services.
- Follow the food prep/handling protocols and the Sanitization, Health & Safety Protocol
- Keep all cupboards (food and other) well organized and clean
- Forward suggestions to the Site Supervisor that pertain to amount of food that is being discarded, likes and dislikes of the children
- Complete sanitization of dishes & kitchen after snack and lunch programs
  - Wash dishes as per Public Health regulations
  - Ensure that there is bleach and testers available and used at all times in the kitchen
  - Ensure that all dishes are kept in good condition and inform Site Supervisor of damaged/broken equipment
  - Sanitize counter tops, and top/front and side of oven daily
  - Clean fridges/freezers/cupboards weekly or as required
  - Wipe walls down if splatter occurs
- Store food delivery bins outside safely
- Answer questions from Public Health upon their spontaneous visits
- Forward any information that arrives from the catering company to the Site Supervisor
- Complete the laundry weekly, or as needed
- Cleaning & sanitization of toys
- Liaise with the Site Supervisor regarding any issues that may occur
- Lock and unlock all kitchen cupboard

**Mandatory requirements:**

- 18 years or older
- Clear Vulnerable Sector Check (no older than 4 months)
- Up to date immunizations as per Public Health
- Standard First Aid with Child/Infant CPR
- Food Handler Certification

**Job Specifications**

- Experience working with children in a licensed facility an asset
- Ability to cooperate, follow instructions, take notes and direction as required
- Ability to communicate in English fluently & effectively both orally and in writing 2<sup>nd</sup> language is an asset
- Ability to lift & carry a weight between 0-40lbs, work with chemical cleaning solutions & stand for long periods of time
- Ability to work as a team and as an individual to complete tasks in a satisfactory manner
- Ability to communicate Policy discrepancies by peers, volunteers, students to the CLP Manager in a professional manner
- Ability to be flexible, punctual, responsible and approachable
- Fundamental knowledge of the CCEYA, Toronto Public Health requirements. Child and Family Services Act and Children's Services Act, with the ability to meet the specifications of these acts and any other related regulations that apply to this work.
- Must follow the CLP dress code at all times; appropriate foot wear, Community Centre 55 t-shirts & name tag when working unless otherwise authorized by the CLP Manager
- Ability to take care of and respect all Community Centre 55's property & equipment
- Use of personal communication devices (cell phones, tablets etc.) while on duty prohibited unless approved by CLP Manager
- Other duties as assigned based on operational requirements