



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Cook, YWCA Regina Centre for Play and Development

October 12, 2021

Hours of Work: 37.5

Length of Employment: Permanent

Start Date: ASAP

Open to: Internal and External Applicants

The YWCA Regina exists to support all women and families in the realization of their full potential which benefits the community as a whole.

- Women and families are safe, secure and free from gender-based violence. They have access to safe, affordable and stable housing.
- Women and families are empowered and supported in accessing tools and navigating systems to advance their wellness and are thriving, respected and valued through the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of all facets of society.

Position Description

Child Care Centre Cook

Under the general supervision of the Child Care Manager, the Child Care Centre Cook is responsible to order, prepare and serve balanced meals and snacks that meet the nutritional and medical needs of children. The Cook is also responsible for assisting in the planning of the menu and ensuring orders stay within the approved budget. The Cook oversees all kitchen operations, maintains safe, clean and sanitary facilities, and ensures safe food preparation, storage and disposal in accordance with accepted food handling practices, food safety regulations and licensing regulations

The Cook supports the YWCA Child Care philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.

Responsibilities include but are not limited to:

- Plan and provide nutritious meals and snacks as outlined by Canada's Food Guide
- Accommodate for allergies, special dietary and nutritional requirements if feasible.
- Maintains cleanliness in the kitchen and storage areas
- Develops and complies with a regular sanitization schedule for ovens, refrigerators and other appliances and areas
- Ensures a safe and healthy environment
- Maintains accurate, timely and complete records for menus, temperatures, controls, child allergies, etc.
- Work as a member of a professional team

- Follow YWCA Regina policies and procedures

Qualifications and Certifications

- Certificate in Cooking from a recognized college is preferred but not essential
- Food Handler Certificate
- Current First Aid and CPR Certificate
- Valid Criminal Record Check (for any person who is over the age of 18)

Physical Requirements

- Lifting to 50 lbs and ability to stand for extended periods of time

To Apply: Submit cover letter and resume to Chelsea Dumontier, Manager of Centre for Play and Development at chelsead@ywcaregina.com or fax 306-329-4428 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by Sunday, October 17th, 2021. **Please include what position you are applying for in your cover letter.** Only applicants selected for an interview will be contacted. No phone calls please.