

# TOWNSHIP OF NORTH HURON POSITION PROFILE

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Position Title           **FOOD SERVICE PERSON**          

Department           **CHILD CARE SERVICES CENTRE**          

Report to Title           **MANAGER OF CHILD CARE SERVICES**          

Revised June 2022

Pay Range: **Band 4**  
Position status: **Part time employee**  
Pay method: **Hourly**  
Normal workweek: **28.0 hours**  
Hours over 28 to 40 hours in a week: **straight time**  
Overtime greater than 40.0 hours in a week: **paid at time & half**  
Location: **North Huron Child Care Centre in Wingham**

## **A – POSITION DESCRIPTION**

### **1. Scope of Position:**

To prepare and serve nutritious well-balanced, attractive meals and snacks as set out in the menu to children attending the North Huron Child Care Services Centre. To keep the kitchen and laundry room in a neat and orderly manner. To do the daily laundry as required.

The Food Service Person reports to the Manager of Child Care Services.

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### **2. Key Responsibilities**

- a) To develop weekly menus according to Canada's Food Guide and submit to the Manager for approval.
- b) To prepare and serve the snacks and meals as outlined on the weekly menu.
- c) To provide alternate foods for children with allergies, demonstrating a strong knowledge of allergen contents and maintaining an allergen free environment as specified by the Manager. Contact food companies to verify product contents in order to verify allergy and implications to children.
- d) To purchase weekly groceries within allocated budget. To store, prepare and serve food maintaining maximum nutrient value and to provide safe and sanitary food handling practices.

- e) To keep an inventory of kitchen food supplies including keeping records of the dated foods were purchased or prepared and stored. This includes ordering of food as necessary.
  - f) To maintain a high standard of sanitary housekeeping and to organize the kitchen and related areas efficiently, including washing cupboards, walls or appliances as required.
  - g) To ensure all menus are followed exactly and any substitutions are documented and posted for parents and record keeping reasons.
  - h) To supervise Food Personnel students when appropriate.
  - i) To meet all standards as established by the Public Health Unit.
  - j) To launder all bedding, wash cloths and kitchen linens.
  - k) To prepare and dispose of waste.
  - l) To prepare special foods for planned events and occasions. To prepare play dough for each playroom bi-weekly.
  - m) To assist in the supervision of children as requested during transition times.
  - n) To perform other duties as may be assigned by Manager of Child Care Services.
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### **3. Key Relationships**

#### ***Internal***

*Manager of Child Care Services:* daily interaction re food preparation

*Staff of Child Care Centre:* daily interaction to coordinate team approach

#### ***External***

*Children:* frequently to nurture positive relationship

*Parents:* liaison with parents as required re food allergies and intolerances

*Various Agencies:* as required to ensure proper meal planning and and preparation.

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### **4. Decision Making Authority and Judgement Used**

Work is performed under the supervision of the Manager of Child Care Services.

Judgement is exercised in:

- preparation and usage of all foods and utensils to prevent any risk of contamination.
- decisions are made regarding quantity of foods to prepare.

The Food Service Person is expected to make recommendations to the Manager of Child Care Services for improving the efficiency and effectiveness of their duties.

This position would not normally be involved in the development of policy or procedures.

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## 5. **Problem Solving Responsibility**

Most of the duties performed by the Food Service Person are within established policies and procedures under supervision. Normally the problems to be solved are predictable but may require some research beyond established policies and procedures to ensure safety of children.

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## **B – POSITION SPECIFICATIONS**

### 1. **Formal Education and Training**

*Minimum degree required:*  
Secondary School Diploma  
Safe Food Handling course

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### 2. **Work Experience**

Experience in food preparation

### **Minimum Years Required**

Five

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### 3 **Other Key Skills**

- Working knowledge of Canada's food guide
  - Working knowledge of sanitary and safe food handling practices
  - Well organized.
  - CPR and Current First Aid Training.
  - WHMIS
  - Up to Date Immunization Records.
  - Criminal Reference Check.
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## **C – POSITION CHARACTERISTICS**

### 1. **Impact & Accountabilities**

Purchase food and other kitchen items as requested.

Responsible to maintain the kitchen and any appliances related to the kitchen in a clean, neat, orderly manner.

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### 2. **Supervisory Responsibility**

Under the direction of the Manager, trains and supervises students. Assists in scheduling student activities, observes and evaluates their performances and prepares written evaluations.

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## **D – WORKING CONDITIONS**

### 1. **Physical Effort and Environment**

Physically able to accommodate all aspects of the job.

Some lifting is involved.

Works in a clean environment where high safety standards are maintained so as to minimize risk of personal injury to children.

Exposed to contagious children's diseases on a regular basis.

## **2. Mental Effort**

The mental strain resulting from the work of the Food Service Person is manageable.

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