



Siksika Family Services Corporation

SIKSIKA DAYCARE

Daycare Cook

West Daycare

Contract

Closing Date: OPEN until position is filled.

07/2025



GENERAL STATEMENT OF POSITION:

Provides for the nutritional intake of the children attending Siksika Daycare Center according to the Canada Food Guide. Maintains order and cleanliness of the kitchen area.

REPORTS TO: West/East Daycare Supervisor / Daycare Director

DUTIES AND RESPONSIBILITIES:

- Plans meals, snacks and beverages according to the Canada Food Guide, taking into consideration the budget, staffing and the children's dietary needs.
- Serve meals to each room on time, at the appropriate temperature.
- Work with staff to collect meal numbers before food preparation of each meal.
- Able to create specific menus for children with special dietary needs, prepare substitutes when required.
- Completes a monthly menu of meals and snacks to be approved by the direct supervisor or Director two weeks prior to the menu being implemented.
- Prepares and serves morning, lunch, and afternoon snacks to children
- Place order for food and supplies according to the approved menu, budgetary constraints and the number of children projected to attend Daycare for the following month.
- Make biweekly shopping lists and complete the grocery shopping.
- Turn in all kitchen expense receipts to the SFSC Finance Accountants
- Maintain a clean and organized kitchen including all food storage areas
 - Ensure there are daily appliance temperature readings completed
 - Make sure all thermometers are working properly
 - Ensure all food items are checked for expiration dates
 - Wash and sanitize all dishes
 - Clean the entire kitchen and appliances throughout the day
 - Sweeping and mopping the floor daily
 - Remove trash from kitchen area daily
 - Organize and put away all groceries
 - Record of daily cleaning kept up to date

EDUCATION AND EXPERIENCE:

- Minimum high school diploma /GED Equivalency
- Valid class 5 Alberta Driver's License
- Clean Drivers Abstract
- Any certified Training in Meal Preparation will be considered (i.e Safety Food Handling/Prep)
- Knowledge of the Canadian Food Guide
- Large group meal preparation, Healthy portions
- WHIMIS Certification
- Updated First Aid and CPR Required
- Minimum Child Development Assistant (Level 1) Alberta Child Care Certification considered an asset

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.