

HOUSEKEEPER **Job Description**

POSITION SUMMARY

Under the direction of the Supervisor, the Housekeeper will serve and distribute a nutritionally balanced menu for all children in attendance. Ensure food preparations and sanitary practices are followed at all times for large groups.

The Housekeeper of the organization must keep the Admin/designate informed of any pertinent information, concerns and issues immediately.

When issues arise between co-workers, staff must communicate directly with the individual(s) involved. In the event that a situation is not resolved, it is the staff's responsibility to request a meeting with the Supervisor and/or Executive Director as soon as possible.

GENERAL RESPONSIBILITIES

- Clean assigned areas as outlined in the housekeeping schedule.
- Assist the children in the various classrooms when requested and when ratios require (i.e. breaks, etc.).
- Communicate with Admin/designate regarding lunches, snacks and any changes.
- Ensure the food preparation area is kept clean and tidy at all times.
- Ensure maintenance of the highest level of hygiene in the kitchen area.
- Check and record food temperatures when it arrives
- Place food in serving dish, cover and place in a preheated oven. Required food temperature must be maintained at all times.
- Ensure all menu changes for lunch and/or snacks are posted daily.
- Ensure appropriate cutlery and dishes (adaptive equipment) are in each classroom prior to lunch being served.
- Ensure lunch is served to the classrooms at the specified time.
- Ensure dietary restrictions and allergies are observed and followed through; making sure correct lunch/snack items are served to the appropriate classroom.
- Ensure dishes are collected from the classrooms and returned to the kitchen, washed and put away.
- Prepare P.M. snack for all groups, making sure all items that need refrigeration are left in the fridge.
- Prepare A.M. snack for all groups and labeled. Be sure snack is wrapped securely to ensure freshness. Prepare and refrigerate milk. If there are special instructions for snack, leave a note on the snack tray.
- Prepare lunch dishes with cutlery, dishes, napkins, etc. for the next day.
- Ensure a clean and tidy work area before leaving (i.e. tables, sink, cupboards, fridge, stove and counters).
- Keep track of excess food in the fridge and communicate with the Admin/designate to ensure the food is used up.
- Attend staff meetings when applicable
- Ensure the ordering for sufficient quantities of catered food and cleaning supplies for the month within a specified budget.
- Check refrigerator, oven, freezer and dishwasher temperatures and all other equipment to ensure proper and safe functioning.

- Check and ensure those who use them keep work areas clean and tidy.
- Ensure sanitary and health policies are adhered to at all times.
- Work with others as a team member.
- Have an understanding and commitment to the goals, objectives, policies and procedures of the organization.
- Demonstrate the ability to cope with emergencies effectively.
- Demonstrate an ability to effectively and positively solve problems.
- Report faulty or dangerous equipment or conditions to the Admin/designate and arrange for their repair in consultation with the Admin/designate
- Assist children during fire drills.
- Answer phones, take messages and locate staff when necessary.
- Read all food labels for any additional items purchased
- Water flushing and documentation must be done daily.

OTHER ASSIGNED TASKS AND RELATED DUTIES

- Experience in food handling and preparing food/snacks for large groups.
- Maintain records for food usage/storage.
- Maintain a good working relationship with the Supervisor, co-workers, students and children.
- Set priorities, adhere to tight schedules and adapt to daily changes in schedules and routines.
- Deal with routine situations.
- Lift heavy objects.
- Communicate both orally and in writing.
- Stand for long periods of time.
- Work in an environment that may at times be noisy, hot, humid, steamy, etc.
- Work with chemical substances contained in cleaning supplies.
- Bend for long periods of time at the sink.
- Knowledge of the Occupational Health and Safety Act, Canada's Food Guide, Child Care and Early Years Act , Health Protection and Promotion Act, Food Handlers and Preparers Act and the ability to meet the specification of these Acts and any other regulations that apply to this work.

MINIMUM EDUCATIONAL REQUIREMENTS/ QUALIFICATIONS

- High School Diploma
- Food Handlers Certificate
- 1st Aid and CPR
- Vulnerable Sector Check