BGC South East is currently seeking the following position:

Full time Centre Cook

Job Posting Details:

Location -Amherstview Childcare Centre (177 Upper Park Rd. Amherstview)
Position Timeline - Monday to Friday
Start date: December 2026
Hours - 35 hours/week
Rate - $22

Overview:

BGC South East is seeking a dedicated Centre Cook/Program Support to join our team. The ideal candidate will be responsible for planning, preparing, and serving nutritious lunches and snacks according to the Canada Food Guide. The successful candidate will have thorough knowledge of food preparation, meal planning, and food safety practices, will have the ability to handle multiple tasks and prioritize responsibilities effectively. This position will have a passion for working with young children and promoting their well-being through healthy meals and positive meal-time experiences.

Key Responsibilities:

Centre Cook

- Menu development of planning nutritious meals and snacks for full day daycare, including providing substitute meals for children with special dietary requirements and/or food allergies
- Delivering snack and meal carts to the program rooms
- Washing dishes and equipment as required, in accordance with Ministry and Public Health guidelines
- Responsible for the safety in the kitchen environment/Maintain clean and sanitary kitchen and storage facilities
- Ensures safe food storage and disposal and complies with all health and hygiene requirements under all food safety legislation
- Ensure daily, weekly, and monthly inspections, deep cleaning, and maintenance are performed.
- Communicating with daycare program staff regarding any daily menu changes, or feedback on menu items
- Grocery shopping and preparing shopping list for all necessary kitchen and food items, as well as maintaining kitchen inventory
- Completing weekly and monthly budget tracking/receipt reporting**]**
- Support with break coverage for program educators as needed

Job Requirements:

- Safe Food Handling Certificate
- Standard CPR/First Aid Level C
- Criminal Record Check, including Vulnerable Sector Search
- Previous experience in childcare or related fields preferred
- Knowledge of food preparation, meal planning, and food safety practices
- 1 -3 years experience cooking for groups
- Thorough understanding of Canadian Food guide and Public Health regulations
- Passion for working with young children and promoting their well-being through healthy meals and positive meal-time experiences
- Flexibility to adapt to changing priorities and assist with additional duties as needed.
- Ability to handle multiple tasks and prioritize responsibilities effectively
- Strong communication skills and ability to interact positively with educators, children and parents

Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

HR Administrator
hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.