



Position: **SUMMER PROGRAM ASSISTANT, Overbrook Child Care Centre**
Maintains a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations and agency procedures by assisting in providing/preparing food and doing follow-up cleaning, keeping dining, activity, washroom and office areas sanitary and clean and doing laundry.

Various start dates with some positions starting as early as May 7, 2018 and others starting in the month of June 2018. The end dates for these funded positions is August 24, 2018. Positions can be from 8-16 weeks in duration. Beginning and end dates are to be determined.

This opportunity is partially funded through the Canada Summer Jobs (CSJ) Initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- *Be between the ages of 16 to 30*
- *Have been a full-time student during the previous academic year and Intend to return to school full-time for the next academic year*
- *Foreign students are not eligible*

Union/Management: Non-union, Casual

25-35 hours/week (hours to be determined)

Salary: \$15.11 per hour

Location: 557 Queen Mary Street (Overbrook Child Care Centre)

Responsibilities: Provides or assists in providing snacks and meals by handling, processing and helping in cooking or otherwise readying food; prepares tableware on trolleys and picks up and delivers food portions for serving at tables; portions snack food into bins or other containers. Delivery and set up of the hot lunch program.
Maintains hygiene standards as defined under Food Premises Act, Health guidelines and agency policies in areas associated with food provision; cleans counters and cupboards in the receiving kitchen or food preparation area; washes dishes; sweeps and washes eating area floors and disinfects tables and washes chairs; cleans microwave and defrosts and cleans refrigerator.
Maintains children's activity, washroom and staff areas in required sanitary and neat condition; cleans and disinfects washrooms and fixtures; collects and disposes of garbage, cleans and lines containers; may wash floors. Manages children's laundry; collects, sorts, washes and dries laundry using washing machine and dryer; folds and stores items.
Sets up cots for nap-time and puts them away, if required. Disinfects and changes sheets on cots.
Assists in maintaining supplies and may assist cook in maintaining food requirements; advises supervisor of needs.
Assists and replaces other staff; cooperates and consults with co-workers, early childhood educators and head early childhood educators; may cover work of absent housekeepers and replace cook occasionally.
Demonstrates care for and interest in children in carrying out daily duties; ensures that the needs

of the children receive first priority; demonstrates flexibility in meeting the needs of the children by assisting teachers in maintaining adequate levels of supervision when necessary. Participates in staff meetings and agency activities as required. Other related duties as may be assigned by Direct supervisor.

Qualifications:

Mandatory Documents

- **Clear Police Record Check (Vulnerable sector) completed in the last 6 months.**
- **Immunization Record (TDP, MMR -Td current in last 10yrs)**
- **Current Standard First Aid and CPR certification (not expiring before September 1, 2018)**
- **Valid Driver's Licence and access to a vehicle**

Qualifications:

- Knowledge of basic principles of health and hygiene
- Basic knowledge of food handling, housekeeping and sanitary practices
- Adequate energy level and ability to meet the physical demands and time constraints of the job
- Demonstrates understanding of a licensed group care environment
- Ability to relate well to children and be flexible
- Ability to work as members of a team and also independently with minimal supervision
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- An additional language would be an asset
- Food handlers Course or equivalent an asset

Hours of Work:

25-35 hours/week (hours to be determined)

Available from:

May 7, 2018 to August 24, 2018 (to be confirmed)

Apply:

E-mail: hrrecruiting@afchildrensservices.ca

Closing date:

May 2, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.