



TRENTON MILITARY FAMILY RESOURCE CENTRE

Internal / External

POSITION: 1 Month with possibility of extending- Childcare Centre Cook/ Childcare Assistant position (up to 30 hours per week) **MANDATED SERVICE AREA:** Trenton Military Family Resource Centre Child Care Programs- Belleville

RESPONSIBLE TO: Childcare Supervisor at specific location

Rate : \$19.98

OUR MISSION: To promote and facilitate community-based services that enrich, strengthen and enhance the quality of life for our military families.

OUR VISION: Where every military family feels welcome and supported.

GENERAL POSITION OVERVIEW:

To have a thorough understanding of the unique and demanding lifestyle experienced by the military family and how these challenges can affect child development. The Daycare Cook plays an essential role in the daily operations of a childcare facility, ensuring that young children receive nutritious, balanced, and age-appropriate meals. This position requires a blend of culinary skills and an understanding of nutritional guidelines to create menus that cater to the dietary needs and preferences of children. By preparing meals that are both appealing and healthy, the Daycare Cook supports the physical well-being and development of children, contributing to a nurturing environment where they can grow, learn, and play. Collaboration with staff and parents to accommodate any special dietary requirements is also a significant aspect of the job, making communication and adaptability important qualities for success in this role. This position also requires someone enthusiastic, creative, motivated, and dedicated to performing all licensed childcare activities following the CCEYA while promoting healthy child development and supporting positive child/adult interactions. Which will include coverage in all rooms daily, coverage for bathroom breaks, answering phones, taking payments, etc.

HOURS OF WORK:

Between operating hours of 6:00 am and 6:30 pm, with the possibility of extending to 11 pm, Monday to Friday.

START DATE: ASAP

QUALIFICATIONS & COMPETENCIES:

The Cook/ Childcare staff will have:

- Minimum of 5 years experience
- Experience working and program planning within a childcare setting,
- Current Criminal Reference Check, valid First Aid/CPR certificate, up-to-date Immunization – Post Secondary Culinary Training preferred
- Knowledge of Canada's Food Guide & Dietary Requirements
- Prepare nutritious meals and snacks for children of various ages, adhering to dietary restrictions and allergies. – Maintain a clean and sanitary kitchen, including washing dishes, sanitizing surfaces, and managing waste according to health codes.
- Order and inventory kitchen supplies and food, ensuring fresh ingredients are always available while minimizing waste.

- Design a rotating menu that meets the nutritional guidelines for children and accommodates seasonal availability of ingredients.
- Engage with staff and children during mealtimes to encourage healthy eating habits, role model and implement family serving model.
- Coordinate with daycare staff to schedule meal and snack times that align with the daily routine and activities.
- Implement safety protocols for food preparation, storage, and handling to prevent foodborne illnesses.
- Participate in staff meetings to discuss children’s nutritional needs, feedback on meals, and suggestions for menu adjustments.
 - Collaboration with all cooks on a monthly basis
 - Current Food Handlers Certificate required
 - Proven ability to work with children as individuals and in groups
 - Current Criminal Reference Check, valid First Aid/CPR certificate, up-to-date Immunization
 - Have a clear record of no violations on the Ministry of Education Site
 - Proven ability to assess and document observations on children’s development or circumstance
 - A high degree of interpersonal and communication skills
 - A proven capacity to actively participate within a collaborative team environment
 - Written and oral fluency in English, with preference given to French Bilingual Candidates
 - Proficiency in various computer applications such as Microsoft Office
 - Knowledge of the CCEYA
 - To establish and maintain a good working relationship with the colleagues, School Principal, Secretaries, Teachers and Custodians

If interested and qualified, please submit a letter of expression no later than June 24 ,2026 by 4 pm to tanya.m@trentonmfr.ca

cc. Corinna Horsley, Alicia MacInnis, Rabia Stobbart Posted: June 17, 2026