



AVM Morfee Centre | PO Box / C.P. 582 | Greenwood, NS (N.-É.) | B0P 1N0
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Position Title: Childcare Cook / Program Support Worker

Location: Greenwood, Nova Scotia

Type: Full-time; One-year Term

Reports to: Childcare Programs Director

Salary: 18.00/hour

Start date: September 9, 2024

End date: September 8, 2025

Working conditions: 37.5 hours / week

THE OPPORTUNITY

Are you passionate about creating a nurturing environment for children through nutritious meals and supportive childcare? Do you have a knack for food preparation and an understanding of childhood nutrition guidelines? If so, the Childcare Cook / Program Support Worker position may be perfect for you! This dual role allows you to blend culinary skills with childcare support, ensuring that children from 3 months to 12 years receive wholesome meals and snacks while assisting educators with inclusive programming.

ABOUT THE ORGANIZATION

Across Canada, there are 32 Military Family Resource Centres (MFRCs) that were established to meet the unique needs of military families and provide them with the support they require. The Greenwood MFRC (GMRFC) delivers a broad range of programs and services including mental health support, childcare, and educational and social programming for adult, youth, and children.

KEY RESPONSIBILITIES

- Weekly meal planning and purchasing of groceries.
- Preparation of nutritious snacks and meals in accordance with Nutritional Guidelines for Regulated Childcare Settings.
- Maintain kitchen in an organized, clean, safe, and hygienic condition.
- Provide extra program support as identified by the Director.
- Provide coverage for Early Childhood Educator (ECE) leave.
- Ensure confidentiality in working with families.
- Work collaboratively within a team to provide inclusive programming.
- Provide a safe, nurturing environment in accordance with developmentally appropriate practices.

- Ability to work positively and productively within a team and relate well to children, parents, and coworkers.
- Performs other related duties as required.

REQUIRED EXPERIENCE/QUALIFICATIONS

- High school diploma
- Food Handlers Certification
- First Aid & CPR Certification (Level C)
- Experience in meal planning and food preparation
- Willingness to complete Orientation for Staff working in Licensed Childcare Facilities within 6 months of start date
- Prepared to work in a moderately noisy environment
- Must be able to work outdoors in all types of weather conditions
- Physical requirements include standing, lifting, bending, and sitting
- Valid driver's license and access to your own vehicle for shopping purposes
- Proficiency in English is required, and French is an asset
- Child Abuse Registry, Criminal Record Check & Vulnerable Sector Check is required
- Exceptional interpersonal skills with demonstrated commitment to teamwork and collaboration.
- Flexible and adaptable, ready to meet the changing needs of the Centre and its community.
- Excellent written and verbal communication skills.
- Willing to work flexible hours and perform other duties as assigned.
- Proficiency in English is required, and French is an asset.

APPLICATION INSTRUCTIONS

Please submit cover letter and resumes to the attention of: Brenda Virtue-Ellis, Childcare Programs Director, Greenwood Military Family Resource Centre at brenda.virtue-ellis@forces.gc.ca no later than 4 p.m. on August 23, 2024.