

PMFRC Employment Opportunity

Cook

Department	Children's Services Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	<ul style="list-style-type: none"> ▪ 1 Year Term (1 vacant position) ▪ Full Time 37.5 hours a week Monday-Friday ▪ 6% Vacation Pay
Work Schedule	37.5 hours per week
Salary	\$19.00-\$21.00
Immediate Supervisor	Daycare Supervisor
Language Requirement	English Mandatory
Screening Requirement	Criminal Record & Vulnerable Sector Screening

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that support, engage, and advocate for military members and their families, addressing the unique challenges of military life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families.

For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role(s)

Under the direction of the Childcare Service Program Supervisor, the Kitchen staff will be responsible to support the delivery and serving of nutritious, good tasting and appealing meals and snacks. Kitchen staff are responsible to prepare the meals and snacks by methods that maintain high sanitary standards at all times. This position involves extensive organizing, record keeping and time management. Duties may also include assisting with programs and interaction with children in all areas of the program and activities may be required.

Qualifications and Experience Requirements

- Grade 12 Diploma or equivalent; and
- Food Handling Safety Course.

Core competencies and Behaviours

- Demonstrates Knowledgeable with all health regulations governing food safety within an early learning environment and the Food Premises Regulation under the Health Protection and Promotion Act.
- Familiarity with all legislation according to the Child Care and Early Years Act of Ontario to ensure complete compliance with respect to Ministry Standards;
- Thorough understanding of Canadian Armed Forces communities, systems and policies to effectively assist families in accessing appropriate services and supports.
- Exhibit characteristics of warmth, empathy, humour, and a non-judgmental philosophy of care and strong understanding and application of ethical principles.

- Demonstrated ability to work effectively within both an inter-disciplinary team and in a self-directed environment.
- Strong oral and written communication skills in English; bilingual capacity an asset.
- Sensitivity and tact in dealing with people.
- Willingness to work flexible hours. (Flexibility will be required to meet the needs of the families we serve).
- Ability to prepare written reports, correspondence and maintain accurate records.
- Ability to define problems, collect data, establish facts and draw valid

Responsibilities – Administration 15%

- Assist with supervision of children when request by the early childhood educator's, occasionally covering morning breaks in order to enhance or maintain staff ratios;
- Oversee volunteer duties as required;
- Collaborate with the program supervisor for menu planning;
- Daily menu updates will be maintained. (Menus for LTS and LTN will be the same).
- Update and read the daily log book;
- Establish and maintain open communication with parents of LTS and the supervisor of LTN regarding children's dietary restrictions;
- Maintain an up to date allergy list of all children at LTS and LTN;
- Attend scheduled staff meeting;
- Maintain all health regulation checklists including but not limited to; hot lunch temperature, refrigerator temperature, dishwasher temperature, dishwasher chemical level, ventilation cleaning, disinfectant log and water flushing.
- Meet with Health Inspector as required

Responsibilities – Specific Duties 85%

- Performance of duties include:
- Prepare the weekly grocery order to be sent to Canex, including specialty items required by the program staff;
- Unpack and properly store all food and consumable supplies;
- Ensure all recyclables are disposed of accordingly;
- Prepare nutritious meals in regulation with the Canadian food guide; including morning snacks, hot lunches and afternoon snack for each program including toddler, preschool and before and after school children;
- Food preparations include the hot portion of lunches for LTN;
- Accommodate children with intolerances and allergies with alternate healthy food choices at LTS and LTN;
- Transport lunches from LTS to LTN on a daily basis;
- Follow all Health and Fire Regulations;
- Conduct housekeeping tasks to maintain the kitchen and laundry room is organized clean and in safe conditions at all times; this includes moping, wiping down cupboards and counters, cleaning the refrigerator, stove and ovens; and
- Participate in fire drills and other emergency procedures as necessary.

Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 19 June 2026

Closing Date: 03 July 2026

Potential Start Date: July/August 2026

If you wish to become a member of our team, **please submit both a cover letter and resume in a Word or PDF format.** Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

