



Casual Supply Cook
Location – West Parry Sound
Waubeek Early Learning and Child Care Centre

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

Overview of the Opportunity

The **casual Supply Cook at Waubeek Early Learning & Child Care Centre** assumes responsibility for all kitchen duties. This includes the preparation, serving, and cleaning up of all the meals (lunch and snacks). This is a casual position; shifts are scheduled on a call-in basis. Work includes direct interaction with children that can be physically demanding.

Required Qualifications Include

- Secondary School Diploma with food services credits.
- Food Handlers Certificate required.
- Ability to work independently and co-operatively with minimal supervision.
- Ability to organize time and prioritize workload.
- Ability to plan nutritious menus and cook and prepare food according to Canada's Food Guide.
- Ability to travel throughout the District as required.
- Knowledge and understanding of all legislation relevant to the position.
- Valid certification in Standard First Aid, including Infant and Child CPR within 3 months of hire.

Principal Responsibilities Include

- Maintain a clean and food-safe working environment as per standards set out by the local Health Unit and relevant legislation.
- Develop and adhere to menus in accordance with Canada's Food Guide and other appropriate legislation.
- Order, purchase, and monitor supplies in consultation with and approval from the Supervisor.
- Prepare nutritious, creative lunches and morning and afternoon snacks, which adhere to Canada's Food Guide and the relevant legislation.
- Assume responsibility for the setting of lunch tables, serving of meals, and clearing of dishes when appropriate.
- Under the guidance of the Supervisor, consult with the local Health Inspector and implement and adhere to recommendations provided by the Health Inspector.
- Work as part of the team to support the child care program.

- Work may include direct interactions with children, which can be physically demanding. The Supply Cook may be responsible for lifting and carrying children and equipment and may need to spend time sitting on the floor, or child-sized furniture.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

- Remote work is not available for this position.

Supply Cooks can also select availability for the following locations and programs:

- Early Learning & Child Care Centres (Fairview in Powassan, First Steps in South River, and Highlands in Emsdale)

We are proud to offer the following to our casual employees

OMERS Pension with 100% matching contributions, Employee Assistance Program, and professional development.

Starting Wage

\$22.14 / hour, as per Collective Agreement, plus 4% vacation pay.

Classification

OPSEU – Supply Cook
Status – Part-time/Casual
This is a vacancy

Please submit a cover letter & resume referencing job ID 26U-19 by April 28, 2026

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

