



Kitchen Assistant/Before and After School Teacher
Child Development Centre
RECRUITMENT 2025-CDC-37

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls Child Development Centre is seeking a motivated, organized and creative team member for the position of ***Kitchen Assistant /Before and After Teacher***.

Key Duties and Responsibilities:

- Daily planning, preparation and delivery of nutritious lunches and snacks prepared according to Public Health regulations, Canada's Food Guide and the Child Care and Early Years Act.
- Regularly evaluate the menu and kitchen practices to ensure they meet the needs of the children, licensing and Public Health standards.
- Development and adherence to a four-week menu rotation, including consideration and adherence of dietary requirements.
- Assist with weekly supply and food purchases as required, including attending local establishments to make purchases.
- Create a positive, welcoming and inclusive Before and After School learning environment. Prepare materials and supplies as needed. Document the children's learning including learning stories, observations, accident reports etc.
- Plan and implement daily programs that support and promote the physical, emotional and social development of the children.

Skills and Qualifications:

- Ontario Secondary School Diploma (OSSD)
- Previous childcare or related childcare experience.
- Experience preparing, planning and providing meals to children and accommodating a variety of nutritional requirements
- Current Food Handler's Certificate
- Valid Standard First Aid and CPR/C Certificates.
- Superior professionalism and interpersonal skills; high degree of initiative and dedication.
- Must be a reliable team player, contributing positively to a cooperative and inclusive environment.
- A current vulnerable sector check and Valid Driver's Licence.
- Must have a reliable personal vehicle for business use.

Position Type: Full-time, Permanent

Hours of Work: 37.5 hours per week (Monday to Friday)
8:00 a.m. to 4:30 p.m.

Location: Thurber Street and/or Ross Street Child Development Centre Location

What we Offer:

Wages: Band D (\$25.24-\$29.34)
Mileage will be reimbursed as per the Expenses By-law.

Benefits: A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment

number 2025-CDC-37 by **Wednesday September 3, 2025**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.



JOB DESCRIPTION

POSITION:	Before and/or After School Teacher Non RECE/Kitchen Assistant
DEPARTMENT:	Community Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	D
SUPERVISOR:	Supervisor Child Care Operations
REVISION DATE:	September 2023

POSITION SUMMARY AND SCOPE:

The Before and/or After School Teacher, Non RECE/ Kitchen Assistant will provide a nurturing, safe, inclusive and educational program for the children in our care and prepare and serve nutritious meals and snacks for the children. Responsibilities will be fulfilled in accordance with the guidelines and requirements of the Child Development Centre's Program Statement, the Child Care and Early Years Act, the local Ministry of Health, the Ministry of Labour and the Town of Smiths Falls.

DUTIES AND RESPONSIBILITIES:

PROGRAM

- The job duties and responsibilities for a Before and/or After School Non RECE Teacher /Kitchen Assistant shall include but are not limited to the following and any other duties assigned by the Supervisor of Child Care Operations or the On-Site Supervisor.
- Attend work on a regular basis, arrive in a timely manner and follow the schedule provided by The Supervisor of Childcare Operations or the Onsite supervisor.
- Daily planning, preparation and delivery of nutritious lunches and snacks prepared according to Public Health regulations, Canada's Food Guide and the Child Care and Early Years Act.
- Ensure that the menu and any alterations to the menu are posted.
- Ensure compliance with all current Public Health Regulations
- Develop and follow a four week menu rotation ensuring variety, adherence to allergy/diet restrictions of the children and that all food preparation is peanut safe.
- Plan and implement daily programs that support and promote the physical, emotional and social development of the children.
- Create a positive, welcoming learning environment. Prepare materials and supplies as needed. Document the children's learning including learning stories, observations, accident reports etc.
- Observe children for signs of potential cognitive or behavioral concerns and bring potential concerns to the attention of the supervisor and parents/guardians
- Collaborate with support services and connect families with resources.
- Develop and maintain positive, caring and responsive, relationships with children

and families. Encourage family involvement and engagement in the program.

- Respect diversity, equity and inclusion.
- Regularly evaluate the program to ensure it meets the needs of the children and families and it meets licensing standards.

HEALTH AND SAFETY

- Maintain the safety, appearance, cleanliness and décor of the learning environment.
- Ensure that the children are supervised at all times within approved teacher-child ratios. Carry out regular head counts of the children throughout the day.
- Ensure that the daily attendance is complete and accurate at all times.
- Be accountable for the safety and well-being of the children in care.
- Change diapers and support toilet training if required.
- Follow the duty to report protocol for neglect and/or unsafe child related situations.
- Administer first aid and medications as per The Child Development Centre's policies.
- Remain current on children's allergies, food restrictions and other concerns.
- Ensure that children are dressed appropriately for indoor and outdoor activities.
- Follow current licensing requirements and ensure that mandatory postings are current and on display.
- Monitor daily the health and safety of each child. Note and communicate any symptoms.
- Complete yard and facility inspections as required. Perform water flushing when assigned. Document and report to the supervisor any unsafe conditions and/or necessary repairs.
- Supervise snacks and meals and ensure that dietary needs and/or changes are reported to the supervisory and kitchen staff in a timely manner.
- Ensure the safe storage of medications, cleaning supplies and other hazardous materials.
- Follow current licensing requirements and ensure that mandatory postings are current and on display.
- Ensure that dietary needs and/or changes are reported in a timely manner.
- Ensure the safe storage of food at appropriate temperatures. Label all food for proper storage.
- Ensure that food is cooked and maintained to safe internal temperatures.

- Maintain a clean and safe working environment at all times. Ensure that the appliances are clean and are kept in safe working order.

STAFF/TEAM RESPONSIBILITIES

- Maintain confidentiality at all times.
- Handle cash/cheque parent fee payments.
- Develop and maintain positive relationships and regular communication with all co-workers. Work in collaboration with all co-workers towards program improvement and workplace success.
- Attend staff meetings. Participate in appropriate, on-going professional development opportunities.
- In collaboration with the teaching team, participate in the placement, orientation and evaluation of Early Childhood Education students on placements at the centre. Model appropriate teaching techniques.
- Provide support, assistance and guidance to volunteers and Coop students.
- Be professional and maintain loyalty to the Child Development Centre at all times.
- Read annually, understand and abide by the Child Development Centre and Town of Smiths Falls policies and procedures.
- Complete housekeeping/cleaning duties as required. (Sweeping, laundry, disinfecting, dishwashing, etc.)
- Complete yard work duties as required. (Sweeping, raking, garbage pickup etc.)
- Assume responsibility for own actions and behaviors at work.

EMPLOYMENT REQUIREMENTS:

- Ontario Secondary School Graduation Diploma
- Previous childcare or related childcare experience.
- Valid Food Handler's Certificate.
- Valid Standard First Aid and CPR/C Certification.
- A current vulnerable sector check.
- Up-to-date immunizations.
- Health Assessment.

SKILLS AND COMPETENCIES:

- Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and a collaborative work environment for all staff.
- Solid knowledge of the Child Care and Early Years Act, College of Early Childhood Educators Code of Ethics and Standards of Practice and the Duty to Report.
- Patience.
- Strong verbal and written skills.
- Strong problem-solving skills.
- Ability to adapt to changing circumstances.
- Effective planning and organizational skills.
- Superior customer service skills.
- Excellent/positive behavior guidance skills.
- Demonstrate creativity and initiative.
- Efficient time management skills.

WORKING CONDITIONS:

- Shifts and hours are subject to change with short notice.
- Shifts may be irregular and/or split shifts.
- Evening meetings and overtime hours may be required.

PHYSICAL DEMANDS:

- Lifting children up to 12 years of age.
- Combination of physical demands such as lifting, bending, standing, twisting, kneeling etc.

ENVIRONMENTAL DEMANDS:

- Possible contact with high noise levels, bodily fluids and infectious illness/diseases.
- Outdoor work with ranging weather conditions.
- Possible contact with high noise levels.

- Varying temperatures within the kitchen environment.

MENTAL DEMANDS:

- Ability to manage a fast paced, busy and quick- to-change environment.
- Ability to make quick, effective decisions.
- Ability to successfully follow many directions.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	General Public