



## JOB POSTING

Cooking Instructor  
Casual Part-time

**About You:** You are knowledgeable about healthy child development and child & youth programming. You are passionate about providing the public and your co-workers with exceptional customer service experiences. You enjoy being the face of the Township and exceeding expectations. You value making a difference for the public and aspire to grow as a member of the broader Loyalist Township team and contribute to a great work environment.

**About Us:** This role is an essential part of our Recreation team. We value respect and working together. We also like to have fun while accomplishing great things for our Residents!

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and access to benefits, including a free membership at the Recreation Centre and free counselling services for staff and their families. Service to our community and each other is what we do. Beginning in 2023, part-time staff are eligible for our defined benefit pension plan (OMERS).

*Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.*

Loyalist Township invites applications for the following casual part-time position:

File No: 2023-05 Cooking Instructor  
Hours: Part-time, will vary  
Hourly Rate: \$17.98 - \$21.75  
Closing: February 5, 2023 11:59 PM

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



## **JOB DESCRIPTION**

**POSITION TITLE:** COOKING INSTRUCTOR  
**REPORTS TO:** RECREATION PROGRAMMER  
**CATEGORY:** CASUAL PART TIME  
**UPDATED:** JANUARY 2023

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### **POSITION SUMMARY:**

Reporting to the Recreation Programmer, the Cooking Instructor will facilitate preschool and children's recreational cooking programs within Loyalist Township.

### **EDUCATION, SKILLS, TRAINING:**

- Previous experience working with children in a recreation instructional position
- Post-secondary education related to Childhood Development and/or Recreation and Leisure Services is preferred
- Satisfactory CPIC (Criminal Record Check) including Vulnerable Sector, will be required by the successful candidate at their own expense, completed within the last six months
- Current Standard first aid with CPR-C certification
- High Five Principles of Healthy Child Development certification is an asset

### **DUTIES AND RESPONSIBILITIES:**

- Program plan and deliver structured activities that ensure a warm, welcoming, and safe environment
- Set up and take down recreational, program and other equipment as required – checking that equipment is safe and in good repair (reporting any equipment malfunctions or safety issues to the Recreation Programmer)
- Ensure participants are attended into the class by verifying class lists in the Recreation Management Software, Xplor Recreation
- Develop positive and professional relationships with participants
- Enforce all rules and regulations and maintain order in designated program as a proactive approach to ensuring safety and accident prevention
- Take responsibility for the maintenance and cleanliness of program areas
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Responsible to fill out incident/accident forms when required

**WORKING RELATIONSHIPS:**

**Internal:**

Daily communication with Recreation and Municipal staff

**External:**

Daily interaction with Township residents and patrons

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.