

Class No.:	Staff
Original Date:	July 2026
Last Revision Date:	
Pay Group:	18

CLASS SPECIFICATION

EARLY CHILDHOOD CULINARY EDUCATOR

NATURE AND SCOPE OF WORK

The Early Childhood Culinary Educator is an Early Childhood Care and Education position in the Capilano University Children's Centres. The position is responsible for the care, education and well-being of children age 0-5. This role supports ethical, healthy, thoughtful, sustainable, and joyful human food relations by situating food within pedagogy and curriculum, with a specific pedagogical orientation to food sharing practices, culinary arts, and nutrition. The Culinary Educator will work collaboratively with other educators, and with the Centre for Childhood Studies, to provide a nurturing, inclusive and rich early learning environment for young children. The position reports to the Manager of the Children's Centre and to the Dean of the faculty of Education, Health and Human Development.

ECEs demonstrate sound ethical and professional practices, which reflect the ECEBC Code of Ethics and the BC Early Learning Framework. They are in dialogue with, and guided by, the Early Learning Frameworks focus on 1) well-being and belonging, 2) engagement with others, materials and the world, 3) communication and literacies, and 4) identities, social responsibility and diversity in daily classroom practice. ECEs and the Children's Centre stand as allies with the BC Aboriginal Child Care Society, working in all ways to honour the Indigenous Early Learning and Care Framework in daily practice.

The Children's Centre works in partnership with the Centre for Childhood Studies acting as an academic, living laboratory where educators, students, faculty, children and families are in collaborative, generative and reciprocal partnerships that inform curriculum and course development. Early Childhood Educators actively engage in the mentorship of ECCE students, bringing classroom theories into practice.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Organizes and delivers culinary programming and related activities within the Children's Centre in collaboration with all educators across the centre, pedagogist, atelierista, and manager.
- Supports a nurturing, inclusive and rich early learning environment for children from infancy to 5 years old in dialogue with the Children's Centre's Pedagogical Commitments.

- Curates and maintains an aesthetic, organized, clean, safe and welcoming culinary environments at the centre.
- Respects the diversity, beliefs, and cultural practices of all families and draws on their strength and knowledge in food practices.
- Plans menus in accordance with Canada's Food Guide, licensing requirements, allergy protocols, and Children's Centre policies, ensuring adequate nutrition and variety, adhering to allergy/diet restrictions of children and ensuring that all preparation is peanut free.
- Keeps track of supplies necessary for meal preparation and is responsible for purchasing the food and supplies needed. The Culinary Educator ensures that food is in season, local, and sustainable, while operating within budgetary requirements.
- Works with external partners and Manager to incorporate Indigenous knowledge where possible, and where appropriate, including Indigenous Foods, plants and food sharing practices.
- Supports a play based, family-centered early care and learning environment for children by providing a place for them to gather, collectively make food, consider food systems, and grow food.
- Guides children based on a strong attunement to children's emotions, thoughts and intentions and offers opportunities for children to represent, communicate and revise their ideas, experiences and feelings.
- Engages in pedagogical narration as practice with a thorough understanding of the BC Early Learning Framework.
- Makes children's learning transparent through documentation that invites and involves families and the broader campus community into children's inquires and learning.
- Engages in continuous personal and professional growth with full engagement.
- Under the guidance of the Manager, works in partnership with the Centre for Childhood Studies and engages in research and scholarly inquires with students, faculty, children and families.
- Supports in the mentorship of practicum students, answering questions about implementing theoretical frameworks into practice.
- Builds positive relationships with children's family members. In collaboration with the team, welcomes new families, supports parents and children in orienting themselves to the practices and daily life/culture of the centre, provides updates and reports to family members as required.
- Ensures all children are welcomed, valued and respected. Provides supports for families in navigating the intricacies of the early years and refers to the director or community services where appropriate.
- Navigates difficult and vulnerable situations alongside parents, recognizing the complexity of each individual family.
- Advocates for children and families in the broader community.
- Adheres to care plans based on the individual child's nutritional needs in continuous consultation with government and not-for-profit agencies like North Shore Supported Child Development and BC Centre for Ability.
- Ensures the health, safety and well-being of the children in the care of the Centre following emergency procedures (monthly fire drills, earthquake preparedness, etc.), securing potentially hazardous materials and following enhanced cleaning protocols according to established policies and procedures.
- Maintains cleanliness and sanitation in kitchen and pantry areas in accordance with established food safety, hygiene, and Children's Centre procedures. Performs routine food

storage and housekeeping activities, including checking for expired food items, maintaining clean work surfaces, securing compost and waste, sweeping, and following safe food handling and personal hygiene practices.

- Follows established cleaning and maintenance schedules for kitchen and pantry areas to support a clean, safe, and well-maintained environment. Performs routine and periodic cleaning of kitchen appliances and equipment, including refrigerators, freezers, stoves, dishwashers, microwaves, and hood fans.
- Attends to allergies and dietary restrictions as required and participates in additional training as required.
- Supports classrooms in loading and unloading the dishwasher and laundry.
- Responds to illnesses and injuries, provides initial medical attention (including providing safety-oriented first aid care) and other emergencies. Administers specialized medical support such as feeding tubes, medications (antibiotics, insulin, epinephrine).
- Maintains confidentiality and privacy of all information related to the centre, the children, their families and staff.
- Reports all suspected abuse or neglect.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHMIS, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED TRAINING AND EXPERIENCE

- Completion of an Early Childhood Education diploma program (which includes the Early Childhood Education certificate, Special Needs Education license and/or Infant/Toddler Education license).
- One year of directly related experience in a childcare centre (or other early years setting) within the last two years, preferably in a culinary role.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Understand and adhere to the Early Childhood Educators of BC Code of Ethics.
- Strong knowledge of the BC Early Learning Framework and ability to implement it into practice.
- Strong knowledge of Early Childhood Education principles and practices.
- Understand and adhere to the Community Care and Assisted Living Act, Provincial Child Care Licensing Regulations.
- Strong knowledge of both Eating Well with Canada's Food Guide and Eating Well with Canada's Food Guide for First Nations, Inuit and Métis as trusted sources of information on healthy eating.
- Understand and adhere to the Children's Centre's policies as outlined in the Policy and Procedures Manual.
- Ability to make decisions that are ethical, responsible and always in the best interest of the children.
- Excellent interpersonal and communication skills as demonstrated through effective relationships with parents and other members of the childcare team.
- Ability to communicate skillfully and sensitively with children and families.

- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to participate in innovative and creative early childhood practices, offering critical reflections on practice and self.
- Ability to understand and support the abilities and challenges of each child in the centre and practice an inclusive philosophy.
- Ability to work effectively with a diverse group of children and families. Recognize the importance that learning environments have for children and consider how these environments should honour gender, ability, family and culture, environmental sustainability and the rights of the child.
- Ability to maintain focus with constant interruptions.
- Ability to adapt to changing circumstances and to handle emergencies skillfully.
- Ability to multitask and maintain attention to detail with constant interruption in a kitchen environment that can present multiple safety concerns.
- Ability to physically lift and carry heavy objects (exceeding 10kg) within WCB guidelines.
- This role requires the ability to stand for extended periods of time.
- Skill in safety-oriented first aid.

REQUIRED LICENCES AND CERTIFICATIONS

- Current Early Childhood Educator Certificate (issued by the ECE Registry of BC).
- A valid safety oriented first-aid certificate.
- Record of immunization per Ministry of Health guidelines.
- In accordance with the BC Criminal Review Act, must provide a current, clear criminal record check.
- Food Safe Level 1
- Valid driver's license