



JOB POSTING

Title:	Day Care Cook (Binoojiinh Gamig) and Janitor
Reports to:	Day Care Supervisor
Terms:	Permanent Full-Time
Hours:	35 hours per week
Salary:	\$16.00/hour
Location:	Binoojiinh Gamig Day Care Centre

Position Summary: The Day Care Cook and Janitor plans, prepares and provides well balanced and nutritious meals and snacks which meet the needs of children in an organized and hygienic setting within food budget guidelines. Janitor duties will include maintaining sanitary conditions throughout the program facility on a daily basis.

Cook Duties:

- Plans meal and snack menus in accordance with Canada's Food Guide and the Child Care and Early Years Act, 2015 which meet the nutritional needs of young children and provide food variety and appeal; consults with the Manager, or the Supervisor, regarding menu plans; posts menu plans two weeks in advance and notes any changes daily; maintains a current list of children with special health dietary food needs and plans and provides acceptable alternatives.
- Orders or purchases all food and kitchen household supplies within budget guidelines and economically; monitors food expenditures and ensures invoices are accurate.
- Maintains food and kitchen household supplies by receiving and storing delivering in hygienic and organized conditions and monitoring stock; rotates food stock to ensure quality; keeps accurate stock control for record-keeping purposes. Ensure that food spoilage or waste does not occur.
- Provides meals and snacks daily by preparing food for immediate or future serving in compliance with health regulations.
- Maintains hygiene standards as defined under the Food Premises Act; keeps kitchen, cupboard, kitchen equipment and food storage areas cleaned and organized by cleaning pots, equipment and dishes; loading and operating dishwasher; cleaning coolers, pantry and appliances; maintaining equipment and arranging for servicing of appliances when needed.
- Plans and caters food services for parenting and staff meetings and any other functions or special events.
- Recommends budget priorities for kitchen equipment purchases.
- Demonstrates care and interest in children; encourages a positive attitude towards food and nutrition; may assist with supervision of children at meal times.
- Communicates daily with teaching staff concerning attendance, special needs, special events, outings and changes in schedule and accommodates whenever possible; evaluate meals and snacks with teaching staff.
- Complete all kitchen cleaning checklists and temperature logs for hot foods, refrigerator and freezer.
- Participates in WHMIS and Food Handler's workshops and any other opportunities for professional growth and development.
- Assists with the children during staff breaks and lunches.
- Assists with classroom cleaning and program preparation with the classroom teachers.
- Other related duties as may be assigned by the Supervisor.

Janitor Duties:

- Clean and disinfect all table surfaces.
- Sweep, vacuum and wash floors both upstairs and downstairs
- Clean and disinfect chairs, mirrors, windows, toilets and sinks.
- Empty garbage cans and remove garbage to the dumpster.

- Ensure proper storage and removal of all recycling materials.
- Clean and disinfect handrails, and door knobs.
- Inform Supervisory Staff of need for Supplies to be ordered.
- Seasonal heavy cleaning as scheduled.
- Other related duties as may assigned by the Supervisor.

Qualifications:

- Grade 12 Graduation Diploma or GED equivalent;
- Safe Food Handlers Certificate
- Training related to cooking would be an asset
- WHMIS training an asset; First Aid/CPR (Level 3)
- Experience cooking for groups and operating a kitchen
- Knowledge of basic principles of good nutrition and special dietary requirements
- Basic knowledge for hygienic kitchen management and housekeeping
- Demonstrated ability to plan, prepare and serve balanced meals and snacks for children
- Ability operate within budget guidelines, shop economically and be organized
- Ability to work independently with minimal supervision or direction

Applications MUST include:

- Current covering letter
- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday December 13, 2019 @ 4:00 p.m.
 (*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening as a condition of employment

Office: Employment and Training Centre (519) 797-1224
By Fax: (519) 797-3458
By E-Mail: employment@saugeen.org
By Mail: Saugeen First Nation Hiring Committee RR#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.