



# KINEW CHILDCARE CENTRE

P.O. Box 309, Kenora, Ontario P9N 3X4  
Phone 807-548-1367 Fax 807-548-1656



<b>POSITION TITLE:</b> CHILDCARE CENTER COOK
<b>LOCATION:</b> ANISHINAABE OF WAUSHUZHK ONIGUM
<b>REPORTS TO:</b> DAYCARE SUPERVISOR

## SUMMARY

We are looking for a childcare cook to join our team of committed professionals—this full-time position within Anishinaabe of Wauzhushk Onigum’s childcare centre is located in the First Nation.

Under the supervision of the Daycare Supervisor of Kinew Childcare Centre, the childcare cook is responsible for planning, preparing and serving nutritious lunches and snacks for the children in the childcare centre while meeting the Canadian Food Guide.

## QUALIFICATIONS

- Possession of an Ontario Secondary School Diploma (OSSD) or equivalent (GED)
- Food Handler's Certification
- Up to date Immunizations Record
- Current Standard First Aid with CPR (Level C)
- Minimum of one (1) year of experience in food preparation or related experience
- Excellent verbal and written communication skills (Anishinaabemowin communication skills are considered an asset)
- Strong organization skills
- Knowledge of Canada food guidelines
- Excellent interpersonal skills
- Solid knowledge of the Child Care & Early Years Act (CCEYA)
- Knowledge of appropriate health and safety standards and code
- Ability to protect the confidentiality of all information and communications (oral and written) of Kinew Childcare Center, staff, students, volunteers, and the children in our care and their families
- Knowledge of the Anishinaabe Traditions, Values, Culture and language
- Current and satisfactory Police Vulnerable Sector Check

## MAJOR RESPONSIBILITIES

- Assist with planning the menus, ensuring they consist of nutritional and high-quality food items according to Canada's Food Guide and public health recommendations
- Track menu changes in accordance with the Child Care & Early Years Act and the Health Unit regulations
- Maintain a clean and safe work environment
- Clean the work environment, kitchen, service area, and storage area as required and scheduled (laundry)
- Prepare food and beverages according to the standards, ensuring proper and safe food handling



# KINEW CHILDCARE CENTRE

P.O. Box 309, Kenora, Ontario P9N 3X4

Phone 807-548-1367 Fax 807-548-1656



- Post all changes to the menu daily
- Responsible for food substitutions for children with dietary restrictions, allergies and cultural needs
- Implement and support the guidelines/regulations of the Child Care & Early Years Act (CCEYA) as well as all third-party governing agencies
- Ensure that the health code standards are met/exceeded
- Other duties as assigned by the Daycare Supervisor

## HOW TO APPLY

If you would like to work in a family-friendly environment, please apply by email at [HR@wonation.ca](mailto:HR@wonation.ca) to the attention of the Band Administrator.

Please ensure that your cover letter and resume specify the job title of the position you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability-related accommodation to participate in the recruitment process, you must advise the Band Administrator.

Successful candidates must submit a current and satisfactory Police Record with a Vulnerable Sector Check for review before starting employment.

Please note that candidates invited for an interview must submit three professional references.

**Deadline: Open Until Filled**