

## JOB POSTING DETAILS

<b>Employer</b>	Garden River First Nation (Ketegaunseebee Garden River First Nation)	<b>Job Type</b>	RI
<b>Job Title</b>	COOK	<b>Duration</b>	Full Time
<b>Job ID</b>	11858	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	December 3, 2021	<b>Closing Date</b>	December 16, 2021

### Job Overview - Description & Duties

#### GARDEN RIVER FIRST NATION IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: COOK

Salary Range: \$16.32-18.37 (Pending Education & Experience)

Duration: Full-Time

Location: CHILD CARE CENTRE

Report to: MANAGER, CHILD CARE CENTRE

#### POSITION SUMMARY

The Cook, Garden River Child Care Centre is responsible for the dietary program and all related food services of the Child Care Centre and the maintenance of the facilities in a hygienic, safe and presentable condition. The Cook, Garden River Child Care Centre functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

#### DUTIES

- Ordering all groceries required for meal and snack preparation for the Child Care Centre within budget;
- Submit invoices and receipts monthly and weekly;
- Working with Garden River Child Care Centre Supervisor to plan shopping lists, nutritious menus and ensure that special dietary needs and allergies are taken into consideration;
- Oversees kitchen helper's duties and trains part-time relief dietary staff;
- Keeping daily logbook on menu and number of children;
- Recording menu changes;
- Organizing and maintaining a sanitary kitchen in accordance with proper food handling and storage regulations including cleaning all equipment and appliances;
- Maintaining daily inventory of all dishes, cups, bowls, utensils used for serving children and teachers;
- Preparing and serving of snacks and lunches and washing utensils;
- Receiving of food deliveries, restocking and rotation of frozen, canned, dry goods;
- Performing other related duties as may be required and assigned.

### Required Skills

- Required completion of high school;
- Required one-year related experience with proven ability to plan and prepare nutritious meals for large or similar groups;
- Knowledge of the principles of good nutrition;

- Demonstrated ability to plan for economy in shopping;
- Ability to plan, prepare and serve balanced meals and snacks;
- Good personal cleanliness habits and an understanding of the requirements for the hygienic maintenance of the work environment;
- Related skills including WHMIS, CPR and Safe Food Handling Certificates;
- Ability to be consistent and display a positive/helpful attitude;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Must undergo a criminal record check prior to employment and provide a medical report/chest x-ray

### **Other Requirements**

NA

### **How to Apply**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: December 16th, 2021 @ 4:30PM. Please address the envelope and/or email "COOK - 2021-102" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.