



### Breakfast Club Lead

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#### **Be a part of the Nipissing Team!**

Department: Education  
Posting Date: August 26, 2022  
Location: Nipissing First Nation, ON  
Schedule: 20-25 hours per week  
Job type: Part-time, Contract end date June 24, 2023  
Vacancies: 1  
Reports To: Nipissing Secondary School Principal

The Breakfast Club Lead oversees the breakfast and lunch program, kitchen organization and cleaning at Nipissing Secondary School. The Lead creates weekly meal plans, prepare breakfast and lunch for approximately 40-60 students, clean kitchen area, prepare grocery list, pick up grocery orders and maintain inventory list.

#### **What you'll do in the role**

- Discuss plans and schedules with staff and students
- Perform daily cleaning of student kitchen facilities within Nipissing during and after the breakfast and lunch program
- Work with the Breakfast Club volunteers
- Maintain inventory of groceries, prepares grocery order list, picks up pre-ordered groceries, ensures safe and proper storage of groceries
- Prepare breakfast for distribution according to Covid-19 health and safety standards and cleans kitchen after each use
- Responsible for adherence to Covid-19 and occupational health and safety procedure

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress
- Better than average vacation and leave packages

#### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- High School Graduation (Grade 12)
- Must have Workplace Hazardous Materials Information Systems training certificate
- Driver's license and access to a vehicle



## Employment Opportunity

- Must have a high degree of initiative and self-direction
- Possess an understanding of occupational health and safety requirements and procedures
- Possess good public relation skills, including an appreciation of the need for tact and a positive, cheerful, and informed approach to the public
- Possess good communication skills and work well as part of a team

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing September 9, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **Closing September 16, 2022 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **Closing September 23, 2022 - 3rd Round**

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

**Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications. Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.**

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**