



EMPLOYMENT OPPORTUNITY

Childcare Centres Cook/Cleaner

Department: Education – Early Childhood Education Services

Posting Date: November 15, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/ 35 hours

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Child Care Supervisors

Starting Salary: \$39,457.60

We are seeking a full-time Cook/Cleaner to support both of our Child Care Centers. The successful candidate will be responsible for preparing nutritious daily meals and snacks for enrolled children, as well as ensuring that both centers are clean and well-maintained. Duties include cooking, meal preparation, and various cleaning tasks such as sweeping, mopping, dusting, disinfecting surfaces, vacuuming, and waste disposal. This role is essential in maintaining a safe and healthy environment for our children.

What you'll do in the role

- Sweep and mop floors to maintain cleanliness and safety.
- Dust and disinfect surfaces regularly.
- Vacuum carpeted areas to ensure a clean environment.
- Sanitize and clean all washrooms (adult and children's washrooms)
- Collect and dispose of garbage in a timely manner.
- Wash dishes and maintain cleanliness and organization of the kitchen.
- Wash and fold laundry.
- Maintain the centre facilities and equipment in a clean, hygienic and orderly manner.
- Preparations with the knowledge of sound health and hygiene practices.
- Complete food preparation in a timely manner and according to the schedule of the centre.
- Ensures availability of adequate food supplies and appropriate food preparation facilities based on the number of children in attendance.
- Plans weekly menus and grocery list for meals and snacks.
- Shops for groceries, weekly as per the weekly menu according to the number of children enrolled
- Awareness of children's allergies or sensitivities whilst preparing snacks and meals
- Ensures adequate food supplies by performing weekly food shopping activities.
- Adhere to the Nipissing First Nation Wiidooktaadyang philosophy, integrating this into daily operations.
- Participate in training and evaluation to enhance service delivery.
- Complete and submit administrative reports, including leave requests, activity logs/calendars, grocery lists and costs, monthly reports, etc., in a timely manner.

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- Notify the Manager of Early Childhood Education or designate of any occurrences involving person or property and follow reporting protocols.
- Fully respect and abide by all aspects of the childcare center and NFN standards, policies, and procedures.
- Complete any other job-related duties as may be assigned by the Supervisor/Manager.

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

What you bring to the table

- Respect for Indigenous culture and a willingness to learn Ojibwe.
- Minimum Grade 12 education or an Ontario Secondary School Diploma (OSSD).
- Diploma in Culinary Arts/Management or a minimum of 3 years of experience in an institutional or commercial food service environment.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check.
- Valid Ontario "G" Driver's License and access to a personal insured vehicle.
- Certifications (or willingness to obtain upon employment):
 - Safe Food Handling Certificate.
 - Occupational Health and Safety Training.
 - Privacy and Security Training.
 - First Aid and CPR with AED.
 - WHMIS (Workplace Hazardous Materials Information System).
- Ability to work respectfully within First Nations culture, values, and beliefs.
- Professional conduct with the ability to work independently and with minimal supervision.
- Strong team player with the ability to collaborate in a multi-disciplinary environment.
- Ability to work flexible hours.
- Must be punctual, reliable, and exhibit strong initiative and self-direction.
- Excellent organizational and time management skills, with an appreciation for cleanliness and order.
- Knowledge of nutritional standards, food preparation, and contemporary service practices.
- Strong written and verbal communication skills.



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- Excellent interpersonal, problem-solving, and conflict resolution skills.
- Willingness to pursue ongoing education and training.
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APPLICATION DEADLINES:

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

Closing November 29, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing December 6, 2024 - 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
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing December 13, 2024 - 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 no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ 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.