



Employment Opportunity

Program Support Cook/Cleaner

Department: Education
Posting Date: September 26, 2025
Location: Nipissing First Nation, ON
Schedule: Full Time (35 hours per week)
Job type: Permanent
Vacancies: One (1)
Reports To: Manager, Early Childhood Education Services
Salary Wage: \$40,258.40 - \$53,107.60

Nipissing First Nation is seeking a dependable, organized and community-oriented individual to join our team as a **Program Support – Cook/Cleaner**. This role is responsible for preparing healthy meals and maintaining clean, safe program spaces to support various community services and events. The successful candidate will work collaboratively with program staff to support culturally appropriate gatherings, workshops, and services by providing quality food preparation and facility upkeep.

What You'll Do in the Role

- Prepare and serve nutritious meals and snacks in accordance with program schedules and dietary needs.
 - Ensure the cleanliness and sanitation of kitchen, dining, and program areas before, during, and after events.
 - Follow safe food handling procedures, maintain cleanliness of food preparation and storage areas.
 - Maintain inventory of kitchen supplies; report ordering needs to supervisor.
 - Set up and clean program areas including tables, chairs, washrooms, and high-traffic surfaces.
 - Safely operate cleaning equipment and handle cleaning supplies according to health and safety guidelines.
 - Support staff during programs and events with general assistance as required.
 - Promote a warm and welcoming environment for community members and guests.
 - Respect and integrate Anishinaabe culture, language, and traditions into daily tasks and interactions.
 - Uphold confidentiality and always maintain professional boundaries
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♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌳 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

🧘 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

🎯 What You Bring to the Table

- Experience cooking for groups in a community, daycare, school, or institutional setting is an asset.
- Knowledge of safe food handling, sanitation, and kitchen safety procedures.
- Ability to work independently and in a team environment.
- Good physical condition; able to lift, bend, and be on your feet for extended periods.
- Reliable transportation and willingness to work flexible hours (the schedule may change due to programming needs)
- Ability to manage time and prioritize tasks effectively
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and separate work from personal life in a close-knit community
- Valid Food Handler's Certification (or willingness to obtain upon hiring).
- CPIC with Vulnerable Sector Screening (required prior to starting employment).
- Knowledge of or willingness to learn Anishinaabe culture and practices is a strong asset.
- Cultural awareness and respect for Indigenous traditions and values



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Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing October 10, 2025.

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 17, 2025.

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 24, 2025.

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 **resumes@nfn.ca**

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

*Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.*