



Job Posting

Title: Cook/Program Support
Reports to: Child Care Coordinator and Child Care Manager
Term: 40 hours per week, 12 months per year
Hours: 7AM – 3 PM, Monday to Friday
Deadline to apply: Friday, April 19, 2019 by 4:15 pm

Niwasa Kendaaswin Teg provides wholistic programs and service for Indigenous children, youth, families and community that are rooted in culture and language. Our vision is to provide high quality programming that fosters identity formation and creates a sense of belonging.

The Program Support will support the nutritional needs of children working within Canada's Food Guide and the Indigenous Food Guide at the Biindigen Hub location. The program support will also support the Early ON Child and Family Centre and Licensed Child Care Program

Priorities: Preparing and cooking breakfast, lunch and snacks meeting daily nutrition guidelines for families, toddlers and preschool aged children. A working understanding of allergies and anaphylaxis, time management. Delivering workshops including Little Chefs, Cooking Experiences for families in the Early ON Child and Family Centre. Ensuring the kitchen, and program areas are cleaned on a regular basis.

Responsibilities

- Delivering workshops in the Early ON Child and Family Centre that support healthy eating habits, Little Chefs, Make and Take, etc. to be coordinated with Early ON Manager
- Planning, preparation and cooking of breakfast, lunch and snacks and freezing of additional snacks and meals
- Monthly Menu planning for infant, toddler and preschool programs in accordance with Canada Food Guide and the Indigenous Food Guide.
- Purchasing groceries each week to ensure all required food is on site for meal preparation for the week.
- Safe Storage of Food in cupboards and refrigerator/freezer according to Public Health Guidelines- Ready to Eat, Reheat and Raw, check thermometers in fridge and freezer each day ensuring they meet the required temperature.
- Check sanitizer each day to ensure it meets a minimum of 82 degrees on the sanitization cycle.
- Identifying and requesting kitchen supplies required well in advance of depletion of supplies. The request must be placed on the supply list.
- Ensures all regulations are met (Ministry of Education Early Years and Child Care Act, and Public Health and/or exceeded including on site Health Inspections, disinfections, temperatures etc.).

- Ensures all hand soap, dish soap and disinfectant and paper towels are always stocked in the kitchen
- Conducts water flushing in the kitchen and classrooms and ensures the flushing log is completed each day.
- Ensure food stored in the refrigerator is stored as required by Public Health Guidelines
- Ensure thermometers are placed and maintained in all refrigerators and freezers.
- Rotating schedule of cleaning the stove, fridge and freezers so that all appliances are cleaned and sanitized once per month.
- Cleaning and disinfecting all cupboards once per week, clean and disinfect all counters and cupboards in basement kitchen once per week.
- Daily sweeping of floor, mopping of spills, cleaning and disinfecting of all countertops and any spills that occur.
- Site cleaning including, fridge, stove, sanitizer and cupboards as required., cooking utensils, cups etc.
- Dish washing by 3 sink method, utilizing a sanitizer to sanitize dishes
- Attends professional development
- Attends staff meeting and team meetings.
- Attends special events
- Supports parents' dinners and fundraising efforts
- Supports parents/caregivers increased understanding of good nutrition where needed
- Laundry on a regular basis
- Informs supervisor of any necessary upkeep, repairs, maintenance, and replacement of equipment and supplies to ensure safety and security standards are maintained.
- Follows all policies and procedures of Niwasa Kendaaswin Teg and all other related legislation.
- Monthly completion and submission of all reports as required.
- Will submit timesheets bi-weekly to direct supervisor who will approve and forward to Niwasa's Bookkeeper.
- May be required to work various shifts, evening and weekend hours year round; flexibility required
- Other duties as required or assigned by the Child Care Manager, Executive Director or delegate.

Specific Job Competencies

- Understanding and implementation of Canada and Indigenous Food Guides
- Knows and visibly displays food allergies of program children in the kitchen, classroom and on food carts.
- Demonstrated ability to manage key relationships.
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples.
- A clear and solid understanding of the issues faced by the urban Indigenous community.
- Experience in a community setting working with Indigenous children, youth and families would be an asset
- Must maintain a high level of self-awareness and wellness and participate in regular self-care.
- High level of integrity, confidentiality, and accountability.

- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to effectively communicate both verbally and in writing.
- Able to use a wide range of administrative software including MS Office (Word, Excel, Powerpoint).
- Accountability
- Communication
- Problem Solving
- Ethics and Integrity
- Professional Boundaries

Working Conditions

- Will work primarily in an preschool/early learning environment but must be able to participate in outdoor settings often (field trips, outdoor play, etc.)
- May be exposed to infectious waste, diseases, conditions, etc.,
- Interacts with children, family members, staff, visitors and government agencies.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Local travel regularly required
- Extended travel may be required.
- Overtime as required.

Qualifications

- Valid Food Handler's Certificate
- Valid First Aid and CPR Certificate
- Medical Clearance
- Understanding of First Nations realities
- Ability to push, pull, lift up to 40 lbs daily
- Possesses the temperament necessary for working with preschool children
- Must have at least 2 years' experience in an early childhood education environment

Please apply please send your resume and cover letter to:

Niwasa Kendaaswin Teg
 1869 Main Street East
 Hamilton, ON L8H 1G2
office@niwasa.ca

Deadline to apply: Friday, April 19, 2019 at 4:15 pm.

We thank all who apply, however only qualified selected candidates will be contacted