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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

COOK
BICENTENNIAL DAY CARE, SOCIAL SERVICES
(Full Time)

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., **Wednesday, July 18, 2018**, for a full time Cook with Bicentennial Day Care, Social Services, Six Nations Elected Council. Employment Application Forms and Job Descriptions are available on the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the Supervisor of Child Care Services the Cook shall be responsible for providing nutritious meals/ snacks to the children attending Child Care Services and for ensuring that the kitchen work areas and appliances are kept clean and maintained within the policies and procedures established by Six Nations Elected Council.

SALARY: To be Determined

BASIC QUALIFICATIONS:

- Two (2) years secondary school education (Grade 10) or equivalent;
- Certificate in cooking OR a minimum of three (3) years' work experience in the area of quantity food preparation, menu planning and dietary requirements;
- Valid First Aid/ CPR certificate or willing to obtain;
- Knowledge of Canada's Food Guide and guidelines for preschoolers;
- Knowledge of food preparation for diet restrictions;
- Knowledge of proper food handling, dish washing and sanitizing procedures.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and photocopy of your First Aid/ CPR certificate (if applicable).
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Cook – Full Time
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69
 Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and photocopy of your First Aid/ CPR certificate (if applicable).
5. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW

COOK CHILD CARE SERVICES

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor of Child Care Services.

PURPOSE AND SCOPE OF THE POSITION:

The Cook of Child Care Services is responsible for providing nutritious meals/snacks to the children attending Child Care Services and for ensuring that the kitchen work areas and appliances are kept clean and maintained. The Cook is also directly responsible for the Kitchen Helper.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Plan daily menus four weeks in advance for Supervisor's approval
- Ensure menus meet Canada's Food Guide, are within budget and suit the ages and development of the children
- Post current and following week's menu on parents' bulletin board
- Follow diet restrictions when preparing meals/snacks according to individual medical information provided; including allergies
- Prepare daily lunches according to menu plans and taking into consideration the number of children present; includes special occasion meals/snacks for activities such as picnics, birthdays, holidays, etc.
- Be creative with food preparation and presentation methods
- Ensure lunch area is wiped and sanitized prior to serving meals/snacks
- Ensure lunch/snack carts are equipped with appropriate food/materials before delivery to classrooms
- Retrieve lunch/snack carts from playrooms and properly wash and sanitize dishes, utensils and carts before returning to proper storage areas.
- Shop weekly and order grocery supplies on a needs basis
- Ensure proper storing and rotation of groceries and supplies
- Ensure proper storing/disposing of excess prepared food
- Remove garbage daily (to outside garbage room) and sanitize garbage receptacle.
- Maintain cleanliness of kitchen; includes appliances, kitchen floors, etc. on a regular and as needed basis to meet health guidelines and general cleanliness

3. ADMINISTRATIVE:

- Maintain an inventory of supplies and groceries in order to plan purchases according to the program budget
- Record and file recipes for lunches and snacks as required
- Submit weekly time sheets.

3. COMMUNICATIONS & LIAISON

- Inform Supervisor of any kitchen/appliance repairs as necessary
- Attend and participate in regular staff meetings as required/directed.
- Attend training/workshops as required.

4. OTHER RELATED DUTIES:

Any other related duties as assigned by the Supervisor of Child Care Services which includes, but is not limited to, participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

- Involves some travel by car using own method of transportation
- Patience and flexibility working around children in the work environment
- Working area subject to heat from kitchen appliances
- Required to lift and/or move furnishings, equipment and supplies regularly
- Work may involve after hours and/or week-ends for meetings and program activities

WORKING RELATIONSHIPS:

With the Supervisor of Child Care Services

Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively: receives instruction and supervision.

Familiar with Six Nations Council policies and procedures.

With the directors and Managers

Provides information and assistance. Works in a cooperative and courteous manner.

With the Community

Represents and promotes Six Nations Council, Social Services and Child Care Services in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have two years secondary school education (Grade 10); certificate in cooking *or* a minimum of three years work experience in the area of quantity food preparation, menu planning and dietary requirements
- Knowledge of Canada's Food Guide and guidelines for preschoolers
- Knowledge of food preparation for diet restrictions
- Knowledge of proper food handling, dish washing and sanitizing procedures
- Must possess a valid class G Ontario Driver's License
- Ability to pass a criminal record check
- Will be required to submit a favorable medical health assessment
- Possess a valid first aid/CPR certificate or willing to obtain

Other Preferred Qualifications

- Excellent written and verbal communication skills
- Good organizational skills
- Proficient budgeting skills
- Ability to work independently and as a team player
- Will be Native in preference to other applicants
- Knowledge of general health and safety procedures
- Knowledge of WHIMIS will be considered an asset

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy;

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council;

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency (Ministry of Community Family and Children's Services), and within the legislation of the Child and Family Services Act.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I. GENERAL INFORMATION

Application for: (Job Title)			Closing Date:	
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.
City or Town or Village	Province	Postal Code	Email Address	
<p><small>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</small></p>				
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>				
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				

PART II. EDUCATION

Year Last Attended	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date