



2018 Summer Student Employment Program

ATTENTION:

Kettle & Stony Point First Nation STUDENTS 15 – 29 Years of Age

Students applying for summer jobs funded by Four Winds, must provide proof of full time schooling, both as of SPRING 2018 as well as entering in to full time school in FALL 2018.

CLOSE DATE FOR POSTINGS: June 15, 2018 at 4:00 pm

**FOLLOW THE DIRECTIONS ON EACH POSTING for APPLICATION REQUIREMENTS*

INTERVIEWS ARE SET FOR JUNE 18 and JUNE 22, 2018

EMPLOYER:	JOB TITLE:	NUMBER OF POSITIONS:
Day Care / Headstart	Classroom Assistant	2 Students
Three Fires Youth Ctr	Environmental Youth Group Leader	2 Students
Point's Preference Supermarket	Cashier	2 Students
KSP Gas & Convenience	Gas Attendant/Cashier	2 Students
Country Style/Mr. Sub/TCBY	Counter Attendant	3 Students

CALL FOUR WINDS FOR MORE INFORMATION: 519-786-6780



CHIPPEWAS OF KETTE AND STONY POINT FIRST NATION

(TWO) SUMMER STUDENT CLASSROOM ASSISTANT

JOB POSTING

PROGRAM AREA: Head Start/Day Care Program
POSITION TITLE: 8 Week Summer Student Classroom Assistant
REPORTING PROTOCOL: REPORTS DIRECTLY TO HEADSTART/DAYCARE PROGRAM MANAGER

POSITION SUMMARY:

Under the direction of the classroom teacher provide support to families, children, staff and other service providers and ultimately the community to increase their comfort level for accessing services or programs.

PRIMARY DUTIES:

CLASSROOM TIME:

- Assist with activities that enhance their social, emotional, cognitive, physical and language development.
- Follow a consistent schedule for the children which includes greeting time, small/large group, work time, planning time, recall, outdoor time, quiet time, personnel hygiene, two snacks, lunch time, and effective transitions between these activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization and choice making, ask open-ended questions and listen respectfully to the child's answer.
- Outdoor time is a carefully planned extension of the children's learning experiences within the indoor environment; therefore, all developmental needs of the children are planned for and carried out.
- Bring to the attention of the Program Manager, any concerns regarding safety and/or policies.
- Clean the classroom throughout the day
- Other duties as assigned by classroom teacher.

NOTE: All communications are potentially sensitive and are subject to the Head Start/ Day Care Program's policy on confidentiality.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Valid First Aid and CPR Certificate
- Valid Criminal Reference Clearance
- Vulnerable person's check
- W.H.I.M.I.S.
- Must adhere to Head Start Day Care Student/Volunteer Operational Manual
- Must adhere to the Employment Manual of the Chippewas of Kettle & Stony Point First Nation

- Excellent time-management skills, the ability to follow a schedule.
- Ability to work collaboratively with the centre staff and other service providers/professionals.
- Ability to work in a team atmosphere.
- Ability to work with families and community in a sensitive, caring and confidential manner.
- Ability to respond to an emergency or crisis situation, should one arise in collaboration with the Head Start Day Care Staff.

Additional Criteria:

- Must be a band member of the Chippewas of Kettle & Stony Point First Nation
- Must be between 15 and 30 years of age (proof will be required)
- Must have been a full time student as of most recent school year term (spring) (proof will be required)
- Must be enrolled as full time student in September 2018/2019 (proof will be required)
- Must be a high school or post-secondary student (ALC/ACE/GED programs do not qualify)
- Successful applicant must be able to provide a CPIC-Vulnerable Sector before beginning employment
- Must have valid First-Aid/CPR
- Applicants must register with Four Winds Business and Training Center and Employment Service Access prior to employment

Please submit your application to:

Four Winds Community / Employment Services
 Address: Indian Ln, Kettle and Stony Point FN, ON N0N 1J1
 Phone: (519) 786-5731

In order to be considered for an interview your application must include:

Cover letter & Resume

Chippewas of Kettle & Stony First nation gives preference to First Nation applicants for any employment opportunities as per Section 16 (1) of the Canadian Human Rights Act.

Only successful candidates will be called for an interview. The successful candidate must provide a Police record Check (C.P.I.C) and be willing to sign a background consent form and follow the Employment Manual.

Deadline: All applications must be received by 4 PM Friday May 11, 2018



KSPFN Summer Student Employment



Employment Opportunity – (2) Summer Students – High School/Post –Secondary

July 2018 – August 2018

LOCATION: Three Fires Youth Centre

DURATION: 8 Weeks

EMPLOYER: Chippewas of Kettle & Stony Point First Nation

Two (2) summer students will co-ordinate and implement a weekly Environmental Youth Group geared towards co-ed children ages 8 – 12 years. Some of the activities will incorporate traditional knowledge of our Elders. Other activities will include learning field trips and/or workshops with our Species at Risk experts. Students will also be required to participate in the Youth Centre and surrounding areas general maintenance and First Nation Sports and Recreation activities. The students will be required to complete a final report to summarize project activities and benefits to the participants and community.

Qualifications:

- Must be a registered band member of the Chippewa's of Kettle & Stony Point First Nation
- High School/Post-Secondary Education
- Must be returning to school in September 2018
- Proof of enrolment required
- Must provide a clear CPIC

Job Summary:

- Ability to work with children ages 8-12 years of age
- A good knowledge of the First Nation community and culture
- Must be creative, patient, and dependable
- Outdoor skill
- Must possess organizational and time management skills
- Shift work
- Strong verbal and written communication
- Ability to handle multiple responsibilities in a professional manner
- Ability to take initiative as circumstances arise
- General indoor/outdoor maintenance skills
- General computer skills

PLEASE SUBMIT YOUR APPLICATION, COMPLETE WITH COVER LETTER, RESUME, AND A MINIMUM OF THREE (3) REFERENCES by June 22 2017, tentative start date is July 3th 2017

Deliver to the attention of:

SUMMER STUDENT APPLICATION / YOUTH CENTRE:

Four Winds Business & Training Centre ~ 6218 Indian Lane, Kettle Point ON N0N 1J1

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE CRITERIA OUTLINED WILL BE INTERVIEWED

JOB DESCRIPTION

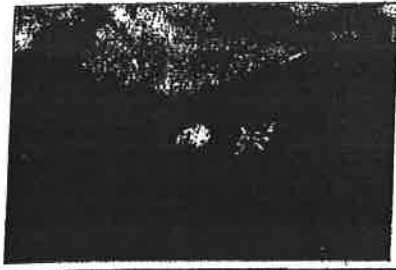
POSITION: Grocery Clerk / Cashier
PROGRAM AREA: Point's Preference Supermarket Inc.
REPORTING PROTOCOL: Point's Preference Co-Managers

Qualifications

- Excellent customer service skills
- Must be willing to work shiftwork, including weekdays, weeknight and weekends
- Must be reliable and dependable
- Must be a team player
- Experience working with a POS System an asset
- Must have basic math skills
- Must have a valid CPIC (dated within 6 months)
- Must be able to lift up to 30lbs

Position Duties

- Providing excellent customer service, including greeting them and responding to questions
- Ensuring product is rotated, within date, and properly displaced on shelves according to the appropriate store layout
- Build positive work
- Stocking and facing of all products in the store
- Unloading product from the delivery trucks, and organizing stock room
- Direct customers to the location of product and inform managers of all customer requests and/or complaints
- Filling in for all assigned sections as needed (example, deli, bakery, cash, produce, etc)
- Verify the age of customers when selling tobacco products and/or lottery tickets
- Responsible for balancing Floats at the beginning and end of shift. Any discrepancies must be reported and explained.
- Complete daily and weekly operational and cleaning duties checklists.
- Ensure all work areas are tidy, clean and/or sanitized properly at all times
- Cleaning cases, shelves, and counter tops, mopping and sweeping the sales floor, stock room, and other areas of the store.
- Maintain excellent personal hygiene and wear required work attire/uniform
- Any other duties as assigned by the Shift Supervisor, Co-Manager, or delegated authority



Kettle & Stony Point Gas & Convenience Inc.
7119 Lakeshore Road
Kettle & Stony Point First Nation
Ontario, Canada N0N 1J1
Tel: 519.786.3088

Job Description **Gas Bar Attendant – Gas Station**

Qualifications

- Excellent customer service skills
- Must be willing to work shiftwork, including weekdays, weeknight and weekends
- Must be reliable and dependable
- Must be a team player
- Experience working with a POS System an asset
- Must have basic math skills
- Must have a valid CPIC (dated within 6 months)
- Must be able to lift up to 30lbs

Position Duties

- Greet every customer in a pleasant, friendly, and professional manner
- Direct customers to the location of product and inform managers of all customer requests and/or complaints Record and receive payment from customers for the purchase of gas and other goods by cash, credit, and automatic debit or on an approved account.
- Verify the age of customers when selling tobacco products and/or lottery tickets
- Responsible for balancing Floats at the beginning and end of shift. Any discrepancies must be reported and explained.
- Follow Ministry of Finance guidelines and store policies in regards to selling tax exempt gasoline
- Balancing of gas vouchers to POS at end of shift
- Record and accountable for customer drive-offs, all customer drive-offs must be resolved by end of shift, if not resolved at the time.
- Calculate total payments received at the end of work shift, reconcile with total sales and ensure all proper documents are accounted for, any discrepancies must be explained.
- Responsible for receiving, handling, pricing, and storing stock in proper areas. Put away inventory deliveries in a timely manner.
- Responsible for all Radio Bingo tickets which include tracking cards, sales, and balancing cash.
- Complete daily and weekly operational and cleaning duties checklists.
- Ensure all work areas are tidy, clean and/or sanitized properly at all times
- Maintain excellent personal hygiene and wear required work attire/uniform
- Any other duties as assigned by the Lead Gas Attendants, Assistant Store Manager, or Store Manager

Accountability

- Work under the direction of the Gas Lead Attendants, Assistant Store Manager, and Store Manager.

REVISED: September 1, 2016



Kettle & Stony Point

Country Style / Mr. Sub / TCBY Inc.

Job Description
Counter Attendant / Cashier

Qualifications

- Experience working with a POS System an asset
- Experience in customer service an asset
- Must be reliable and dependable
- Must be willing to work weekdays, weeknights, and weekends
- Must have basic math skills
- Must have a valid CPIC
- Must be able to lift up to 30lbs

Position Duties

- Record and receive payment from customers for the purchase of store products by cash, credit, and automatic debit or on an approved account.
- Calculate total payments received at the end of work shift, reconcile with total sales and ensure all proper documents are accounted for.
- Responsible for receiving, handling, pricing, and storing stock in proper areas.
- Inform customers of different types of beverages and food items. Assist customers in the selection and purchase of food and beverage products.
- Inform managers of all customer requests and/or complaints
- Greet every customer in a pleasant, friendly, and professional manner
- Complete daily and weekly operational and cleaning duties as assigned
- Ensure all work areas are tidy, clean and/or sanitized properly after use
- Perform cleaning duties such as sweeping, mopping, and washing dishes to keep equipment and facilities sanitary.
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- Maintain excellent personal hygiene and wear required work attire/uniform
- Any other duties as assigned by the Assistant Store Manager, or Store Manager

Accountability

- Work under the direction of the Store Manager

Last Revised: July 19, 2017