



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY -
SECOND POSTING - SHORT TERM CONTRACT



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| PROGRAM AREA: | HEAD START/DAYCARE |
| POSITION TITLE: | FOOD SERVICE WORKER |
| REPORTING PROTOCOL: | REPORTS TO THE HEAD START/DAYCARE PROGRAM MANAGER |

POSITION SUMMARY: To assist in planning nutritious meals and snacks for students, parents and teachers. To assist in preparation and production, delivery and service of meals in accordance with established standards of nutrition, health and sanitation. To assist administrative tasks in support of the food preparation process, including the maintenance of adequate records. To ensure the compliance of the performance standards in the preparation, storage and clean up of meals provided by the Center. To promote program philosophy as part of the program team.

ABILITIES REQUIRED:

- Good organizational skills and the ability to supervise Food Service Workers
- Thorough knowledge of and experience with food purchasing, quantity food preparation, operation of food service equipment
- Ability to do careful menu planning and food purchasing
- Ability to assure those food temperatures is hot/cold enough, and ability to create sanitary conditions in food preparation areas so those health standards are maintained
- Ability to work independently and supervise volunteers
- Knowledge of quantity food preparation, equipment, and food purchasing
- Must be physically able to perform duties (Heavy Lifting Required)

EDUCATION/PROFESSIONAL REQUIREMENTS:

- General vocational knowledge and skills
- Food Handler's Certificate
- Up to date immunization record
- Valid Driver's License
- Valid CPR/First Aid certification
- Valid Criminal Reference Check
- Vulnerable Person's Check
- Must have own reliable transportation available during scheduled work hours.
- Must adhere to the Employment manual of the Chippewas of Kettle & Stony Point First Nation.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES
BY UNTIL POSITION IS FILLED**

ATTN: HR Department – FOOD SERVICE WORKER

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Fax to: 519-786-2108

For a full Job Description email the HR Assistant at: hr.assistant@kettlepoint.org

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.