



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

HCC COOK - FULL TIME

PROGRAM AREA: HEALTH SERVICES
POSITION TITLE: HOME AND COMMUNITY CARE COOK
REPORTING PROTOCOL: REPORTS TO THE HOME AND COMMUNITY CARE MANAGER

POSITION SUMMARY: The Home & Community Care Cook will be trained to supervise and organize the Assisted Living Facility kitchen and prepare meals and snacks for residents according to Dietitian-approved menus. The HCC Cook will also be responsible for program food prep and clean up as required within the Home & Community Care and Community Health Programs.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Secondary School Diploma or Equivalency (OSSD)
- Safe Food Handling certification, renewed regularly thereafter
- CPIC - Vulnerable Sector Check must be provided prior to attending to site.
- Must possess a valid Class G License and must have reliable transportation and be able to travel as needed.
- Current First Aid/CPR and AED training.

SKILLS REQUIRED:

- Self-motivated and able to work independently, balanced with a commitment to a collaborative team approach.
- Excellent organizational, interpersonal, written and oral communication skills.
- Personable, team orientated, task focused and thorough in working with detail.
- Ability to maintain strong working relationships with co-workers, supervisors, sub-contractors, and management.
- Self-starter, efficient, reliable, and willing and able to assume responsibility with minimal supervision.
- Ability to take initiative and think creatively to problem solve while handling multiple responsibilities in a professional manner.
- Strong professional ethics.
- Ability to work with clients and community in a sensitive, caring, and confidential manner.
- Knowledge of the history, dynamics, and culture of this community and of First Nations as a whole.
- Experience working with Indigenous people and organizational service delivery, customs, and traditional values.

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.

SECOND POSTING

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME BY
CLOSING DATE – UNTIL POSITION IS FILLED

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – HCC COOK**

Email to: hr.assistant@kettlepoint.org

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

Fax: 519-786-2108

A full Job Description is available: contact 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