



## JOB POSTING SAUGEEN FIRST NATION

### Day Care Assistant Cook

<b>Program:</b>	Day Care
<b>Reports To:</b>	Day Care Manager, Site Supervisor
<b>Term of Employment:</b>	Part-time contract
<b>Wage:</b>	\$19.35
<b>Hours of Work:</b>	20/hrs per week

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#### **JOB PURPOSE**

Assisting regular Day Care Cook with breakfast & lunch preparation and delivery.

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Abide by the requirements set out in the *Child Care and Early Years Act*
- Assist/preparing with serving and monitoring snacks, breakfast, and lunch
- Maintain a clean, sanitized, and organized kitchen environment, ensuring all food handling complies with Ministry of Health standards
  - Wash and sanitize all dishes, utensils, pots, pans, and kitchen equipment, including removing trash and recycling.
- Be an active participant at staff meetings and training
- Assist to ensure daily logs are completed
- Other related duties assigned by the Daycare Supervising Manager

#### **REQUIREMENTS**

##### **Education and Experience:**

- Grade 12 or GED or willingness to obtain
- Experience in working in a childcare setting is an asset
- Food Handler's certificate or willingness to obtain

##### **Knowledge, Skills & Abilities:**

- Knowledge of the *Child Care and Early Years Act* would be an asset
- Willing to take related training as set out by the Day Care Supervising Manager

##### **Designations, Licences & Requirements:**

- First Aid and CPR certified
- Up to date immunization records
- CPIC/VS Checks

#### **WORKING CONDITIONS**

1. Physical Demands - Long periods of sitting, standing, and some walking. Lifting of some objects not exceeding 25 pounds.
2. Environment - Mainly an kitchen environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Accuracy of reports and meeting deadline, interactions with staff, children, parent/guardians.

Day Care Classroom Cook & Assistant

4. Position Type/Expected Hours of Work – Regular part-time hours as required.

Applications **MUST** include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, May 8<sup>th</sup>, 2025 @ 4:30 p.m.**

**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**

**Qualified Saugeen First Nation members will be given priority**

**Submission of application to:**

**By E-Mail:** joe.wesley@saugeen.org

**By Mail:** HR Dept., 6 Cameron Drive, Southampton, ON N0H 2L0



