

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: February 24, 2017
Level III

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time** position:

COOK / HOUSEKEEPER O'shkiigmong Early Learning Centre

Duties:

- Plans menus for meals and snacks
- Plans, prepares and serves nutritional meals and snacks
- Ensures the highest standard of cleanliness in food preparation and service
- Understands and practices sound health and hygiene practices
- Ensures the availability of adequate food supplies and appropriate food preparation facilities
- Maintains the kitchen and food preparation facilities and equipment in a clean, hygienic and orderly manner

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- Graduation from a Food Preparation program *preferred*
- Ontario Secondary School Graduation with minimum of two years related experience in an institutional/commercial food service environment

Other:

- Current First Aid and CPR Certification
- Food Handler Certification

RATED REQUIREMENTS:

Knowledge/Skills:

- Familiarity with the O'shkiigmong Early Learning Centre operation and services
- Knowledge of contemporary nutritional standards, food preparation and general housekeeping practices
- Possess good organizational skills
- Possess well developed interpersonal skills
- Knowledge of the Canada Food Guide

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Abilities:

- Ability to work in a group setting
- Strong appreciation of, and empathy with, the needs of children
- Sensitivity to Native issues
- Ability to work independently

Personal Suitability:

- High respect for confidentiality
- Exhibit a high degree of initiative and self-direction
- Punctual/dependable with a strong desire to work
- Must enjoy working with and being with children

TERMS OF EMPLOYMENT:

This is Full-Time Permanent position beginning immediately. Annual salary range for this position is \$25,751 to \$28,612 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday March 10, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.