

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



## EMPLOYMENT OPPORTUNITY

EARLY YEARS COOK / JANITOR

**FT/PT Position:** 1 Full-Time Contract Position

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Early Childhood Educator

**Closing Date:** July 13, 2022

**Summary:** The Early Years Cook / Janitor is to prepare, cook, and serve nutritious food in accordance with the approved menu to the students and staff of the Early Years Centre, as well as ensure the Early Years Centre is clean and sanitized five days a week and to ensure that all supplies are ordered and made available.

### Duties:

- Safely operate, clean, sanitize, and maintain food service equipment and kitchenware;
- Work with the Education Supervisor and Nurse to develop and finalize a monthly menu;
- Prepare a list of required food and supplies based on the monthly menu, as approved by the Education Supervisor;
- Prepare, cook, and serve a variety of nutritious food, as per the monthly menu, to students and Early Years staff;
- Purchase and unpack all food, beverages, and related cooking supplies;
- Adhere to and enforce all COVID-19 protocols that are put in place at the Early Years Centre;
- Perform regular clean-up and sanitization tasks after meals and snacks;
- Practice safe food handling at all times;
- Assist with serving lunch and supervising students during meal times/feeding;
- File and provide a copy of all receipts with a liquidation report to the Education Supervisor;
- Perform various daily and weekly cleaning and sanitizing duties as identified by the Janitorial Checklist;
- Ensure the cleaning supply room/cleaning cabinets are organized, that all supplies are stored properly, and that they are properly locked up after each night;
- Order and pick up required cleaning products and supplies from the appropriate vendor;
- Ensure the Janitorial Checklist is completed and filed daily, and submitted to the Education Supervisor on a weekly basis;
- Attend and successfully complete any required pre-employment training and/or ongoing training as requested by the Early Childhood Educator;
- Work as part of a team, including attending staff meetings as required or requested, and;
- Other relevant job duties as assigned by the Early Childhood Educator.

### Qualifications:

- Completion of Grade 12 diploma / G.E.D. or equivalent.
- Must possess valid Safe Food Handling, WHMIS, and First Aid/CPR certificates.
- Prior work experience in a cooking and janitorial field an asset.
- Post-secondary certificate, diploma, and/or degree in Culinary Arts an asset.
- Must be up to date with immunizations.
- Successful completion of food allergy and anaphylaxis training, or willing to obtain.
- Willing and able to provide a Criminal Record Check and Vulnerable Sector Check.
- Proficiency with computers and software applications, such as Microsoft Office.
- Must be self-motivated, reliable, and able to work with minimal supervision.
- Strong interpersonal and communication skills, both verbal and written.
- Knowledge of the Anishinaabe language, culture, traditions, and way of life.
- Must be willing and able to adhere to strict confidentiality and code of ethics.
- Possess a valid G class driver's license and have access to a reliable vehicle.
- Must be willing to submit to workplace drug testing.
- Wabigoon Lake Ojibway Nation Band member an asset.

Please submit an updated cover letter, resume, and three (3) references (with permission to contact) by:

**Wednesday, July 13, 2022 at 4:00 p.m.**

Applications can be submitted in person or by e-mail to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR1, Site 115, P.O Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

Email: [humanresources@wlon.ca](mailto:humanresources@wlon.ca)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**