



DAYCARE:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-5855
Fax: (807) 548-6369

CENTRAL OFFICE:
Niisaachewan Anishinaabe Nation
P.O. Box 1200
Kenora, ON P9N 3X7
Phone: (807) 468-5551
Fax: (807) 468-3908

Employment Opportunity **Cook/Housekeeper**

The Cook/Housekeeper is responsible for developing menus and providing nutritious meals for children ages 18 months to 6 years. They will maintain the cleanliness of the kitchen and equipment with strict adherence to the policies and procedures of the Daycare and the local health unit.

DUTIES:

- Plan all meals in advance maintaining nutrition standards of Canada's Food Guides and the special dietary needs of some children (planning a substitute when necessary)
- Prepare and implement menus specific and appropriate to age groups.
- Prepare, cook and serve food; is aware of allergies, medical problems and eating behaviours/patterns
- Act as a resource for parents and others on meal planning; prepare meals/snacks for special events
- Ensure meals and snacks are prepared and delivered according to program schedule
- Responsible for ordering food and other supplies, ensuring the quantity and products are delivered; ensures food spoilage or waste does not occur
- Responsible for keeping kitchen, kitchen equipment, food storage areas clean and tidy and in good working order
- Report any damage to Supervisor; arrange for repair or replacement in consultation with supervisor
- Clean and sanitize kitchen, disinfect tables, counters and sinks daily; clean and sanitize washroom at least once a day, sweep and wash floors as needed
- Clean and sanitize equipment and toys as per policy
- Launder towels, face cloths and children's clothes, sheets and blankets daily and as required; maintain washer/dryer
- Participate in staff meetings and staff development
- Protect confidentiality of any personal information learned about children while performing duties.

QUALIFICATIONS:

- Grade 12 diploma or equivalent
- Three (3) years related culinary experience requiring menu and nutrition planning
- Current criminal reference check including vulnerable sector
- Current TB skin test
- Have and maintain a valid class G Driver's License
- Current Safe Food Handler's and First Aid and infant C.P.R. Certification

Please submit a cover letter, resume and three professional references via e-mail, online, or fax to:

Attention: Human Resource Manager
Gaagagegiizhigook Childcare Centre
598 Lakeview Drive
Kenora, ON, P9N 3P7

Closing Date: January 6, 2025 at 4:00pm

Website: www.bimose.ca – Fax: (807) 468-3908 – email: careers@bimose.ca

Only those applications selected for an interview will be contacted