



**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**

#### **Temporary Full-time**

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: Open Until Filled**

Website: [www.bimose.ca](http://www.bimose.ca) – Fax: (807) 468-3908 – email: [sricklefs@bimose.ca](mailto:sricklefs@bimose.ca)

Only those applications selected for an interview will be contacted