

Position Status	Position Title
Part Time, Indeterminate	Facility Manager Assistant (Kitchen Helper)

PURPOSE OF THE POSITION

The position is for a **Facility Manager Assistant (Kitchen Helper)** at the Children First Society in Inuvik, NT, which maintains a childcare facility supporting up to 120 attendees, aged 6 months to 12 years. Under the direction of the Executive Director and the Facility Manager, the position will follow the policies of the board, food safe practices and NWT Day Care Regulations to ensure an environmentally safe program for the children.

SCOPE

Located in Inuvik the incumbent reports to the Executive Director. The Kitchen Assistant will assist with the day to day care and cleaning in the program.

Responsibilities

1. Assist with cleaning in the kitchen and facility

- Clean dishes
- Disinfect surfaces
- Do laundry as needed
- Sweep and mop kitchen floor daily
- Assist with cleaning of food storage area
- Assist with putting food orders away
- Follow food safe practices
- Follow facility policies and procedures

2. Assist with food preparation and storage

- a. Assist with food prep
- b. Follow food safe practices
- c. Follow facility policies and procedures
- d. Assist in making sure food is stored and handled properly
- e. Assist to make sure that children receive food on time

3. Perform other duties as required

Requirements, Skills and Knowledge:

- Food Safe practices
- Disinfecting procedures
- Ability to clean and organize
- Good teammate
- Positive communication
- Demonstrate sound work ethics
- Current Standard First Aid
- Up-to-date immunizations
- Tuberculosis screening
- A Criminal Record Check is required for employment

Applications

Please e-mail your cover letter and resume to:

Children First Society
Attn: Kitchen Helper Hiring Ref#5348
childrenfirst@northwestel.net

This position is open until filled. If you do not have access to a computer, you can drop off a resume at Children First Society, 210 Kingmingya.