 *Job Posting: Children First Society*

**Kitchen Assistant**

The Children First Society in Inuvik, NT is an early childhood care facility that opened August 2013. It has 127 licensed spaces, ages 6 months to 12 years old. The Kitchen Assistant is a support to the Facilities Manager (FM) and is responsible for the kitchen when the FM is out of the Centre.

This includes keeping the kitchen clean, assisting with food prep as required, following health and safety regulations, following Licencing requirements, ensuring children's special dietary needs are met. Under the direction of the Facilities Manager the position will follow the policies of the board and NWT Day Care Regulations to ensure nutritious food and a clean, healthy environment.

***Experience and Qualifications***

As Kitchen Assistant kitchen experience is and asset. You have certification that includes a minimum of a food safe course and may include food preparation courses. You have an ability to cook nutritious economical appealing meals from scratch, with little or no processed food used. You are able to do light lifting to store and organize groceries and manage cleaning.

***Personal Suitability***

Working as a dynamic team member, your ability to keep things clean and organized is an asset to any kitchen make. You are a hard worker who is reliable, consistent, can be available for early mornings and flexible to assist with after hour menu needs for special events. You are able to share your kitchen tools so the children can explore cooking and baking in a safe way.

***Compensation***

Compensation will be negotiated based on experience but will start from $17.00 per hour. Details will be finalized with the successful candidate.

***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society   
Attn: hiring  
childrenfirst@northwestel.net

Application deadline is 5PM Mountain Time on Friday September 25, 2015.

A copy of this poster and a detailed job description is available on request to the email above or visit our Job Opportunities page on our website: www.childrenfirstsociety.org.

**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Full Time, Indeterminate** | **Facilities Support** |

**PURPOSE OF THE POSITION**

The kitchen Assistant is a support to the Facilities Manager (FM) and is responsible for the kitchen when the FM is out of the Centre. The kitchen in the Children First Centre (CFC) is a licensed commercial Kitchen that serves between 50-100 children, aged 6 months – 12 years old, per meal. Under the direction of the Facilities manager, the position will follow the policies of the board and NWT Day Care Regulations, Food Safety and Environmental Health Policies to ensure nutritious foods and a safe healthy facility for all the children.

**SCOPE**

Located in Inuvik the incumbent, under the direction of the Facilities Manager, is responsible for the assisting with the preparation of meals and snacks, the cleaning and organizing of the kitchen.

***Responsibilities***

1. **Support the Facilities Manager to ensure kitchen follows all health and safety guidelines including the NWT Day care Act, NWT Environmental Health policies and Fire Safety Codes.**

**Main duties:**

1. Assist with the preparation of snacks and lunch for all Centre programs.
2. When facilities Manager is out of the Centre is responsible for smooth kitchen operation**.**
3. Ensure all food prep is complete to have timely meals
4. Ensure all children’s dietary needs are met
5. Cleaning dishes and kitchen.
6. Maintaining a clean, orderly kitchen.
   1. Ensuring that kitchen will pass all healthy inspection points (refrigerator temperature, cleaning behind stove and refrigerator, etc.)
7. Ensuring end of day cleaning:
   1. Sweep/mop kitchen floor.
   2. Disinfect all counters, appliances, sinks, trollies and tubs.
8. **Assist with cleaning of the building as needed.**

**Main duties:**

* 1. Clean walls, windows, shelves as needed when time permits
  2. Assist with putting away orders and organizing storage areas.

1. **Pursue ongoing professional development through appropriate courses, seminars or workshops.**
2. **Perform other duties as required.**

**Requirements, Skills and Knowledge:**

* Kitchen experience is an asset
* Food safe Certification
* Knowledge of allergies and importance of cross contamination control
* Understanding of children’s nutritional needs
* Ability to complete cleaning duties
* Reliable and consistent
* Able to maintain strict confidentiality in performing duties
* Team Player
* Effective positive communication skills with children and adults
* Demonstrate sound work ethics
* Current Standard First Aid
* Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
* Statement about whether or not there are any outstanding criminal charges, and details
* Up-to-date immunizations
* Tuberculosis screening
* Oath of confidentiality