 *Job Posting: Children First Society*

**Kitchen Manager - Casual**

This is an on call basis with potential for a determinate full time position August 2020 – May 2021.

The Children First Society in Inuvik, NT is a new early childhood care facility that opened this summer. It has 127 licensed spaces, ages 6 months to 12 years old. The Kitchen Manager will be responsible for overseeing the day to day operations of the Kitchen. This includes developing and preparing a nutritious menu for morning snacks, lunch and after noon snacks as well as special events. Under the direction of the Executive Director 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 Manager you will have at least 3 years’ experience in kitchen management. You have certification that includes food safe course and food preparation courses. Your experience in menu development and budget managing will be an asset to the program. You have an ability to cook nutritious economical appealing meals from scratch, with little or no processed food used. Your strong understanding of children’s nutritional needs and the Canadian Food Guide enables you to make creative menus that appeal to a variety of tastes.

***Personal Suitability***

Working as a dynamic team member your experience and creativity inspires you to encourage others to reach your high work standards. 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 $20.00 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: Kitchen Hiring  
execdir@northwestel.net

Application is open until a suitable candidate is found.

Only those shortlisted will be contacted.

**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **On call basis with**  **Possibility of Full time**  August 2020 – May 2021 | **Kitchen Manager - Casual** |

**PURPOSE OF THE POSITION**

The position manages the day to day operation of the kitchen in the Children First Centre (CFC), which is a licensed daycare with 127 spaces for children aged 6 months – 12 years old. Under the direction of the Executive Director, 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 Executive Director, is responsible for the menu development and preparation of all meals and snacks, the cleaning and general maintenance of the kitchen.

***Responsibilities***

1. **Manage the kitchen following all health and safety guidelines including the NWT Day care Act, NWT Environmental Health policies and Fire Safety Codes.**

**Main duties:**

1. Preparing a nutritious appealing menu rotation for children
2. Ensuring that all ingredients are available for the menu at all times.
   1. Preparing grocery lists that reflect the needs and budget of the Centre.
   2. Placing supplies orders
3. Implementing the menu daily for the number of children present (either by doing self-count or referring to daily attendance).
4. Preparing morning snack, lunch and afternoon snack for all programs.
5. Ensure all food prep is complete to have timely meals
6. Cleaning dishes and kitchen after morning snack, lunch and afternoon snack.
7. Maintaining a clean, orderly kitchen.
   1. Ensuring that kitchen will pass all healthy inspection points (refrigerator temperature, cleaning behind stove and refrigerator, etc.)
8. Ensuring end of day cleaning:
   1. Disinfect all counters, appliances, sinks, trollies and tubs.
   2. Ensure fridge is leaned
   3. Ensure leftovers are stored/disposed of properly
9. **Assist with the nutritional knowledge in young children and staff.**

**Main duties:**

1. Assist staff in cooking experiences for the children
2. Present nutritional information to the children and staff
3. Encourage kitchen science and nutritional programming for children in developmentally appropriate ways.
4. **Pursue ongoing professional development through appropriate courses, seminars or workshops.**
5. **Perform other duties as required.**

**Requirements, Skills and Knowledge:**

* Minimum 3 years’ experience in kitchen management
* Food safe Certification
* Creative menu planning
* Implement a strict budget
* Shop economically
* High level of nutritional knowledge
* Understanding of children’s nutritional needs
* Ability to supervise others
* Ability to complete cleaning duties
* Develop and manage maintenance and cleaning check lists
* 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