

*Job Posting: Children First Society*

**Hiring**

**Part Time Indeterminate Position**

**Kitchen Assistant**

The Program Support will provide quality care for the children and help ensure a safe and healthy environment. This position will provide for the physical, cognitive, emotional, and social well-being of children through nutrition. Under the direction of the Executive Director the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality program.

***Experience and Qualifications***

As a Kitchen Assistant, you may be passionate about beginning in the culinary field or have some experience preparing meals. You may have taken some workshops or courses in Culinary Art or nutrition. Your experience in the kitchen allows you to work with the program team to deliver food to the children in the programs. You are willing to learn about and keep up to date with current NWT Day Care regulations, as well as follow the policies and procedures of the Board to ensure a safe environment for children.

***Personal Suitability***

Your friendliness helps you establish important relationships with families and their children. As a team member, you assist to with the daily needs of the children; this includes preparing and serving meals. You are a fair person and a hard worker. You have a willingness to keep the Centre clean and disinfected.

***Statement***

The Children First Society is an Equal Opportunity Employer, dedicated to building an inclusive and diverse culture that engages and values different backgrounds and experiences of our employees, which in turn creates an environment where children are modeled to be engaged in and value multiculturalism in Canada.

***Compensation***

Starting at $18.00 per hour, depending on experience and education.

***Applications***

Please e-mail your cover letter and resume to:

Children First Society   
Attn: Hiring Ref#6623  
execdir@childrenfirstsociety.org

**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Part Time, Indeterminate** | **Kitchen Assistant** |

**PURPOSE OF THE POSITION**

The position is **Facilities Manager Assistant** at the Children First Centre, which is a licensed daycare with 127 spaces for children aged 7 months – 12 years old. 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. A minimum of 6 hours per day .

**Responsibilities**

1. **Assist with cleaning in the kitchen and facility.**

**Main duties:**

1. Clean dishes
2. Disinfect surfaces
3. Do laundry as needed
4. Sweep and mop kitchen floor daily
5. Assist with cleaning of food storage area
6. Assist with putting food orders away
7. Follow food safe practices
8. Follow facility policies and procedures
9. **Assist with food preparation and storage**

**Duties:**

* 1. Assist with food prep
  2. Follow food safe practices
  3. Follow facility policies and procedures
  4. Assist in making sure food is stored and handled properly
  5. Assist to make sure that children receive food on time

1. **Manage Kitchen in the absence of the Facilities Manager**
2. Prepare and post nutritious menu suitable for children 7mths-10 years of age
3. Prepare meals and snacks according to menu
4. Ensure all health, safety and Day Care regulations are followed
5. Place regular supplies order within budget constraints as needed.
6. **Perform other duties as required.**

**Requirements, Skills and Knowledge:**

To be eligible individuals must:

* be a minimum 19 years of age at the start of the employment.

**Required documentation:**

* 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

**Important Skills and Knowledge:**

* Knowledge of food safe practices
* Knowledge of disinfecting procedures
* Knowledge of relevant legislation, policies and procedures
* Ability to clean and organize
* Be able to maintain a professional attitude