



Employment Opportunity – Full Time JP-2023-01 mem7iman Program Chef

The Position

At mem7iman we value creativity, community, culture, and a strong connection with nature. Our program uses emergent curriculum that honours our children as co-constructors of their own learning. With a focus on shishálh teachings, outdoor exploration, and creative expression, our passionate team strives to turn even the most ordinary moments into learning opportunities: promoting physical, developmental, emotional, social, cultural and spiritual well-being of our community's children. Along with our families and the community, we are working together to inspire a love of learning that will last throughout children's lives.

Under the direction of the Centre Manager, the Program Chef completes all tasks required for the operations of the kitchen and distribution of the hot meal program to all children attending the Centre. The Program Chef is responsible for menu planning, purchasing of groceries and supplies, and daily preparation of nutritious meals and snacks. The Program Chef manages the kitchen in strict compliance with Food Safe Regulations. The Program Chef works in consultation with the Centre Manager and Floor Manager to ensure the smooth operation of the kitchen and coordination with other Centre activities.

Key Duties and Responsibilities:

Kitchen

- Plans weekly lunch and snack menus in advance and in accordance with the Canada Food Guide, posting menus for parents and staff.
- Conducts housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times.
- Completes clean up after each meal (i.e. dishes, countertops, etc.) in alignment with Food Safe regulations.
- Meets with Health Inspector as required to ensure practices comply with health code regulations.
- Conducts daily temperature checks of kitchen equipment (i.e., fridges and freezers) ensuring they comply with health code regulations.
- Conducts regular inventory of kitchen equipment and supplies, repurchasing supplies as needed, ensuring all equipment is in working order and reporting any repair needs to Centre Manager.

Ordering/Purchasing

- Purchases all foods and supplies necessary to implement the planned menus, in consideration of the Centre's food budget and in consultation with the Centre Manager.
- Purchase all household supplies (i.e., cleaning supplies, diapers, wipes, detergent, etc.) for the Centre.
- Uses and monitors the Centre's grocery store points card.
- Follows established Centre procedures for orders and purchasing (e.g., forwarding receipts).

Program Support

- Establishes and maintains open communication with families regarding children's dietary restrictions, allergies, etc.
- Assists in administration of first aid, as required.
- Participates in fire drills and other emergency procedures as necessary.
- Assists in child care classrooms as required by the Manager in order to enhance or maintain child-staff ratios.

Other

- Attends staff/program meetings as required.
- Attends professional development and other relevant training opportunities when available, e.g., in order to remain current with respect to Health Department regulations on proper food handling, etc.
- Assists the Centre Manager in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards.

Qualifications:

- High School Diploma
- Experience as a cook, preferably in a child care centre setting
- ECE/ECEA certification would be an asset
- Familiarity with planning and implementing menus around the Canada Food Guide
- Ability to work in a positive and productive manner within a team
- The ability to relate well to children, staff and parents is essential
- Food safe certificate; WHMIS; Valid Standard First Aid and Level "C" CPR
- Must be willing and able to pass a criminal record check with vulnerable sector clearance
- Valid Class 5 driver's license required; vehicle for work purposes is an asset
- Working knowledge of Microsoft Office software including Word and Excel, etc.
- High energy level with a strong work ethic
- Sensitivity and respect for individual and cultural differences
- Must be physically able to sit, climb, kneel or crouch and be able to lift/ move at least 25 pounds

Physical Requirements:

This job is physically demanding, incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

Direct Reports: mem7iman Centre Manager and Director of Education

A full job description is available upon request. If you are interested in the position, please send your resume and cover letter to the Human Resources Department at recruitment@shishalh.com This position will remain open until filled.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.