

## United Native Friendship Centre Job Description

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| Position Title: <b>Abinoojii Gamig Cook</b><br><b>(On-call Cook coverage)</b> | <b>Date Created:</b> August 20, 2019 |
| <b>Job Class 2</b>  | <b>Date revised:</b> June 2021       |

**IMMEDIATE SUPERVISOR:** Abinoojii Gamig Supervisor/Team Lead

**POSITION SUMMARY:** The Abinoojii Gamig Cook is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director.

The Abinoojii Cook will ensure that the goals and objectives and overall policy of the UNFC are adequately met, providing support to the 0-6 and Abinoojii Gamig programs.

### **QUALIFICATIONS:**

- Grade 12 Diploma or GED
- Minimum 1-2 years' experience cooking in industrial kitchen for large groups
- Knowledge and experience with cleanliness, sanitizing and disinfecting of kitchens
- Familiar with and follow legislation and procedure related to sanitation and health standards.
- Ability to lift 50lbs and capable of some strenuous tasks
- Must enjoy working with young children, be sensitive to the needs of the children and their families
- Proven similar work experiences (food rotation, proper refrigeration temps.)
- Excellent time management skills
- Must follow the Canada food guide
- Safe Food Handlers certification
- Satisfactory Vulnerable Sector check
- Current First Aid/CPR and WHMIS

### **RESPONSIBILITIES:**

- Follow the nutrition requirements set by the Preschool Food service Cook program requirements and, in keeping with the Canada food guide and Indigenous food guide standards and is familiar with basic nutritional needs
- Plan and pick up food and kitchen supplies in keeping with budgetary guidelines
- Prepare breakfast, morning snack, lunch, and afternoon snack
- Post monthly menus where it can be read by parents, staff, and funding agency
- Clean all areas and equipment within the kitchen and eating area including: daily sweeps, wet mopping and regular appliance cleaning
- Works as a team member and supports daily operations of job duty
- Perform duties in keeping with current program policies and procedures
- Be familiar with the Ontario Childcare & Early Learning Years Act

- Meet regularly with the Early Learning Program Team Lead or the Assistant Supervisor to ensure food budget is properly expended
- Must be aware of allergies with the children attending program
- Willingness to maintain or upgrade professional skills
- Sensitive to culturally based activities, teachings, and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- Valid Driver's License and access to vehicle
- Other duties as requested

**EVALUATIONS:**

The position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director. In addition to these, regular formal assessment evaluations will be an ongoing process.

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| By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre. |  |       |
| Employee Name:   |  |       |
| Employee Signature:  |  | Date: |