

CHAMPAGNE and AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	<b>Shawkwunlee Daycare Cook</b>
<b><u>Department:</u></b>	Education
<b><u>Supervisor:</u></b>	Shawkwunlee Daycare Manager
<b><u>Date:</u></b>	February 7, 2020
<b><u>Wage Level:</u></b>	4
<b><u>Status:</u></b>	Auxiliary On-Call

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A. **Job Summary:**

Reporting to the Shawkwunlee Daycare Manager, this position is responsible for the Daycare's food service program, and is required to provide age-appropriate nutritious meals and snacks using traditional and non-traditional foods prepared in accordance with Canada's Aboriginal Food Guide and special dietary needs. The position is an active team member within the Daycare, interacts appropriately and effectively with young children, maintains effective working relationships with parents/caregivers, colleagues and allied professionals, and adheres to policies, regulations, and accepted and best practices governing the Daycare and the provision of food services.

B. **Main Duties:**

1. Overseeing all aspects of meals/snacks for the morning and afternoon programs;
  - Plans and prepares daily meals/snacks
  - Prepares grocery supply list
  - Maintains an ongoing record of supplies for purposes of re-ordering
  - Purchases food items required to prepare meals
  - Ensures allergy listings and special dietary requirements are adhered to
  - Provides other meals for special events
2. Health and Hygiene;
  - Cleans equipment and work areas as per Public Health Act regulations (this includes washing dishes and pots, cleaning fridge, stove and other kitchen equipment on an as needed and scheduled basis)
  - Wraps, labels and dates all stored items, ensuring both cooked and uncooked foods are properly stored
  - Maintains a safe kitchen environment in accordance with occupational health and safety standards, fire regulations and other applicable standards
  - Maintains and up-to-date knowledge of and monitors allergies and special dietary needs of clients and consults with the Administrator as needed
  - Attends food safe courses to keep updated on food safety
3. Menu Planning;
  - Under the guidance of the Shawkwunlee Daycare Manager, prepares and submits monthly menu plans in accordance with established schedules
  - Plans and carries out purchases required for menu plans
  - Ensures meals/snacks are prepared in accordance with Canada's Aboriginal Food Guide
  - Develops and maintains a rating system for meals provided that includes input of children, staff and nutritional expertise
  - Consults with nutritionists and Elders periodically and as required
4. Reporting;
  - Provides routine monthly reports to the Shawkwunlee Daycare Manager as required
  - Reporting immediately any critical concerns that may arise
  - Liaises with the Assistant Manager on an ongoing basis and as required

- Participant on monthly planning meeting with the Shawkwunlee Daycare Manager
5. Adherence to regulations, policies and procedures;
    - Adheres to the regulations, policies and procedures governing the Early Childhood Development Centre, CAFN, Child Care Services and the operation of food services, and follows any amendments that may come into force from time to time
    - Adheres to all professional practices and protocols, policies and regulations regarding confidentiality, the management of personal records and the release and protection of personal information
    - Participates in staff meetings or special planning groups as required
    - Adheres to established budget limits, purchasing procedures and financial controls
  6. Personal and Professional Development;
    - Attends courses, workshops, trainings and consultations as required to maintain a standard of excellence in food services, interpersonal relations, teamwork and positive role modeling to client children, families and the community at large

C. **Job Knowledge and Skills**

**Education and Experience:**

Knowledge of traditional food gathering, preservation and cooking techniques  
 Experience in food preparation and serving practices  
 Experience in cooking a variety of meals for groups  
 Knowledge of food safety for young children.  
 Experience in meal planning  
 Familiarity with applicable occupational health and safety standards  
 Dietary and allergy awareness re: food preparation.  
 Food Safe Certification

**Management Skills:**

Good time management and organizational skills  
 Ability to conduct monthly menu planning to meet client requirements

**Specific Skills:**

Able to prepare a wide variety of foods in an accurate and professional manner  
 Fully knowledgeable and competent in the safe and correct use of all kitchen equipment  
 Ability to balance nutritional menu creation with budgetary constraints  
 Ability to operate office equipment  
 On occasion be required to lift up to 50 lbs.  
 Ability to receive feedback and guidance from Elders and other community members  
 Strong organization and prioritizing skills

**Interpersonal Skills:**

Proven interpersonal skills in working with young children  
 Proven ability to act as a positive role model for young children  
 Ability to work effectively as part of a team  
 Good communication skills both oral and written  
 Ability to be flexible and work with minimal supervision  
 Must have sound judgment, personal initiative, and be energetic, courteous and reliable

D. **Decision Making:**

The incumbent in conjunction with the Shawkwunlee Daycare Manager decide on short and long-term menu plans, options and budgets. Complex or budgetary decisions will be referred to the Administrator. This position is expected to relate to and work effectively with Centre staff and children. Challenges encountered will be effectively resolved through reference to established standards and procedures. The incumbent is responsible for the day-to-day implementation of meals and snacks, ordering and purchasing food and supplies. The position meets regularly with the Shawkwunlee Daycare Manager and Assistant Manager with respect to meal program and operational issues or plans.

**E. Impact/Accountability:**

The position is responsible for effectively managing the operation of kitchen facilities in the Centre. The position is responsible for recommending the purchase of adequate and appropriate food and kitchen supplies to meet the needs of the Daycare.

The position has a direct impact on the success of the Daycare service in CAFN on an ongoing basis. Poor planning or decision-making and the failure to comply with policies, regulations and accepted practices could result in harm to children, in health and safety concerns and ultimately, in the loss of reputation and licensing of the Centre. The safe and healthy preparation of food is essential

The position is strictly accountable as a positive role model for young children at a vulnerable and impressionable stage in their development. Interaction with young children in the course of carrying out the duties of this position impacts the future well-being of the children and the community.

**F. Positions Supervised:**

None

**G. Working Conditions:**

This position will be working in an environment regularly subjected to extreme heat, cold and steam. There is a potential for serious burns and other related injuries as well as exposure to strong fumes from cleaning agents (caustic sprays, bleach, etc.). The position is expected to be on their feet for most of the workday and must be physically capable of lifting up to 50 lbs. Mental fatigue and stress may be encountered in meeting the needs of parents, caregivers and children and those with special needs. Often working in a normal kitchen facility but may be outdoors as required.

**H. Conditions of Employment**

- A valid Yukon Class 5 driver's license.
- Acceptable Criminal Records Check
- Valid First Aid Certificate
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government
- Formal evidence that the incumbent does not suffer from or is a carrier of food borne communicable disease
- Doctor's note stating "fit for work"
- Immunization record
- TB Test

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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date