



Malahat Nation

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COOK

REPORTS TO	Caterpillar Child Care Manager	START	As Soon As Possible
COMPENSATION	\$26.76 per hour to \$27.57 per hour (NEE: H - 9) - the above rates are subject to education, experience, and/or a combination of both.	STATUS	1-Part Time Permanent 20-hours per week

Do you love working in a kitchen, have a passion for cooking and interested in a career in culinary arts? We are looking for fun, energetic, dependable and organized staff to join our dedicated team! Our daycare staff are offered amazing staffing ratios and opportunities for professional growth and development.

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our daycare expansion. Come work in our lively, well-established and respected community child care centre. We serve children 6-months to 5-years in two programs. Caterpillar Child Care is committed to providing exceptional childcare that incorporates Malahat Nation traditional and cultural teachings.

PURPOSE: Reporting to the Daycare Manager, the Daycare Cook is responsible for the planning and preparing of lunch and snacks for Malahat Nation's Caterpillar Child Care 20-28 seat center. *This position is a 20-hours per week, part-time permanent position that works in the office, with minimal local travel as required.*

RESPONSIBILITIES:

- Cook healthy and nutritious lunch and snacks including but not limited to preparing to-go meals for staff and children when appropriate
- Deliver and collect lunch/snack trays to/from all on-site programs
- Responsible for housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times such as the meal prep area and the eating area after all snacks and meals, including emptying and filling the dish washer, hand washing, sweeping the floor, wiping down counters and putting dishes away.
- Regular inventory of kitchen equipment and supplies
- Purchase all groceries in order to implement the weekly planned menus, in consideration of the Centre's food budget and in consultation with the Centre Director and / or Manager
- Purchase all food supplies for the centre
- Unpacking and checking of orders
- Follow established procedures regarding forwarding of all receipts related to purchases
- Establish and maintain open communication with daycare manager with regarding children's dietary restrictions, allergies, etc.
- Attend staff/program meetings as required
- Attend professional development and other relevant training opportunities when available, i.e. in order to remain current with respect to Health Department regulations on proper food handling, etc.
- In collaboration with the child care staff, maintain a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Other duties as assigned including but not limited to participation in the Malahat Nation food security program and / or special events as assigned

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High School Diploma or equivalent
- Culinary training and/or diploma/certification is an asset or a combination of experience and willingness to complete Culinary training
- Experience working as a cook is an asset
- Experience preparing meals and snacks in a daycare setting is an asset

Must have or willing to obtain the following requirements (supports may be available):

- o Food Safe certificate
- o CPR and standard First Aid certificate
- o Health and nutrition course for childcare setting
- o Basic child development course
- Criminal Record Check including vulnerable sector search prior to employment required
- Class 5 BC Driver License with Driver Abstract is required
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of Indigenous culture; Hul'q'umi'num language is an asset
- Demonstrated effective time management and organizational skills
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position
- Demonstrated ability to create a positive relationship with staff, children and families while respecting confidentiality and privacy is required
- Demonstrated ability to work effectively as a team member
- Familiarity with allergies and food restrictions/substitutions
- Excellent written, oral, and interpersonal communication skills
- General knowledge of Microsoft Office Suite programs including basic computer skills
- Must be able to work flexible hours (evenings and/or weekends) as needed
- Physically capable of performing the job duties including ability to lift items up to 50lbs

*Interested applicants are invited to submit a detailed cover letter, current resume, and three references.
Please clearly indicate the 'Job Title' in the 'Subject Line' upon submitting.*

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email
Email: careers@malahatnation.com
Website: <https://malahatnation.com/jobs/>
Deadline: Recruitment Open Until Position Filled.