

Long Lake #58 First Nation

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Job Description

Job Title: Cook

Reports to: Director or Supervisor

Job Summary: The cook is responsible for maintaining an exceptionally clean kitchen, cooking and storage area. It is the cooks' responsibility to ensure the menus meet or exceed Canada's Health Food Guide and are nutritious. Proper nutrition is a vital factor in a child's growth and development.

Qualifications:

- Safe Food Handling levels I and II
- Experience as a cook
- Is knowledgeable of the nutritional needs of children (Canada's Food Guide)
- Must be able to follow the CCEY Act legislated by the Ministry
- Follow food preparation instructions: re serving temperature, cooking and re-heating
- A clear Vulnerable Sector Check
- Standard First Aid and CPR
- Whmis
- Up to date immunization and TB Skin test
- Health Assessment
- A valid driver's license

Job Duties:

- Planning menus that are not repetitious, using a 30 day cycle
- Arrange the menu to suit budgets and current foods in season
- Ensure that snacks and meals are on time and not cooked too early or left out too long
- Ensure any frozen item for the meals is taken out from the freezer to thaw in the refrigerator
- Allow simple substitutions if needed that must be recorded on all menus
- Serve meals with a variety of colours, textures, sizes, shapes and temperatures (bit size portions for toddlers)
- Encouraging children to sample new items
- Be aware of cultural and personal preferences, remembering that children do not generally like foods mild in flavour
- Organize meal surprises for special events

- Plan for monthly parents' breakfast
- Allow for adequate amounts of food cooked to serve both children and staff working with children
- Remaining food items should be put out for parents/visitors

Planning and buying food: Develop standards which best describe the food items to be purchased and check that the food items meet standard for freshness, sugar content and trans fats. As a cook you should be aware of the following.

Base quantity of food to be bought

- The number of children and adults to be fed
- The cost per serving of one food versus another
- The menus and recipes used
- The amount and kind of storage available
- The inventory on hand
- The perishability of food items – due dates or best before dates
- The foods that are in season
- The length of time needed to order

Keep Records

- Return to the office all recipes and store in the proper envelopes
- Retain the order sheet put in to supplies
- Note date is it opened
- Ensure product packages are not damaged upon arrival
- Keep product in original boxes whenever possible or tape the instructions

to the package ensuring it is sealed properly

- the price paid for items, shop where it is more reasonable
- the quantity used and date any remainder (when it was opened)

Controlling waste and respecting the Earth

- Storing food properly in the right size storage bags for the quantity
- standardizing procedures and equipment for preparation so that there is a minimum of waste, nutrition loss in cooking, and amounts of leftovers
- leftover are given to families less fortunate
- reduce paper waste by using dish cloths and drying towels if needed instead of paper
- Serve all meals and drinks in dinnerware not disposable containers/cutlery

Prohibited items in kitchen or food storage area:

- Cell phones, iPods, Head phones are strictly prohibited

Help encourage children to develop healthy eating habits

- Avoid delays in food service so that children do not have to sit and wait
- Serve food family style, encourage children to begin to serve themselves
 - Remember children's quantities (do not force children to eat)
 - for a child who may not have eaten, have fresh fruit available to sustain them
 - Avoid cooking food items too early to have them dry out or be served cold (remember there is only so much stand time)

General Clean up

- Maintain a safe and sanitary kitchen, pantry, and storage areas at all times
- Wash items for food preparation immediately
- Dishes and cutlery require ample time to drip dry
- Sweep floor and damp mop any spills
- Clean stoves and ovens, microwaves and toasters, refrigerator and freezer
- Maintain a safe and sanitary dining area for all
- Pullout stoves, refrigerator and freezers monthly to clean underneath
- Ensure laundry is done daily and use bleach in each load to disinfect
- **Perform other duties as required by your supervisor**

Required skills: The cook is required to be able to carry or lift 40 pounds and stand for extended periods of time. Hearing, reading and writing skills must be appropriate. the cook is versatile and willing to work in other areas besides the kitchen. The individual must be willing to work extended or irregular hours and must be reliable. The cooks must always act in a professional manner. When communicating with any child in the center the cooks will always model proper language skills. Time management skills are a requirement along with the ability to work with others. The Food Handler's Certificate is a must. The cooks must be well aware that they do not go outdoors with their cooking attire on when on breaks. Handwashing is always a must and especially when you return from your break.

Special Requirements: Any cook must be willing to do Webinars, online training and re-certification as necessary. Any cook must know, understand and place the refrigerator properly with one shelf for dairy, one for fruits, one for vegetables and the bottom shelf is reserved for meat products. This will avoid cross-contamination. Proper attire is to be always worn in the kitchen. As staff you are provided with 2 uniform tops, 2 aprons and a chef's hat. They are to be always worn and kept clean.

Work Environment: Your work environment may not always be in the Childcare Center. It may be outdoors or in the Community as your Supervisor see fit for special occasions.

It is important to note that this Childcare Center at Long Lake #58 First Nation employs two cooks. Generally, one cook is provided for a Childcare Center that has less than 67 children.

There may be times when you will be asked to work alone if a replacement is not available.

How to Apply:

Please submit a cover letter and resume to Careers@Longlake58fn.ca.

Closing Date: Until Filled