



Nooaitch Indian Band

2954 Shackelly Rd. | Merritt, BC

Ph. 250-378-6141 | F. 250-315-1010

reception@nooaitchband.ca

Our Vision is healthy and economically successful community that respects our traditional culture and values.

JOB POSTING

DEPARTMENT: Nooaitch Head Start

POSITION/TITLE: Responsible Adult/Head Start Cook

SUPERVISOR: Head Start Manager

The Nooaitch Indian Band is currently looking for a Responsible Adult/Head Start Cook to join our Head Start team. As the Responsible Adult/Head Start Cook, you will be responsible for supporting the Head Start team in: planning and carrying out culturally safe and developmentally appropriate activities for the afterschool program and prepare, cook and serve meals for the Head Start program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Follows the general day to day activities or operations of the AHSOR program
2. Promotes, encourages and assures the AHSOR 6 components are implemented and delivered for children and their families
3. Maintains and oversees the general high quality operation of the kitchen program
4. Prepares, cooks and serves for the programs.
5. Cleans all dishes, utensils and prep materials completed for their meals
6. Sanitizes kitchen on a daily basis
7. Oversees the daily logs, following the permit and handling of food etc.
8. Organizes the inventory, grocery lists and shops for the grocery materials and or supplies.
9. Follows general program services and or deliveries as directed while ensuring procedures, policies etc. are maintained and updated.
10. Performs other related duties as assigned.

Desired Knowledge, Competencies & Behaviors

1. Knowledge of AHSOR 6 components, practices and principles related to early child learning/development
2. Knowledge of needs specific to Aboriginal/First Nations populations in the area of early child learning and development
3. Ability to work cooperatively as a member of the childcare team, environment through personal behavior, work contributions and the sharing of knowledge
4. Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes

JOB SPECIFICATIONS

Education & Experience

1. Valid Food Safe Certification
2. Preferred work experience in food preparation
3. Knowledge of the food service industry and provincial regulations
4. Skills such as planning, organizing or other related skills
5. Knowledge and understanding in the importance of healthy, whole, and nutritious meals for children and families using the Canada Food Guidelines
6. Organized and demonstrates the ability to multi- task with minimum supervision
7. Valid Emergency Child Care First Aid Certificate that is recognized by Child Care Licensing Regulations
8. Record of immunization history
9. Must successfully pass the required pre-employment Criminal records check through the Province of BC
10. Excellent Communication skills and both oral and written
11. Demonstrates abilities to build strong relationships within the community

Interested applicants please direct resumes and cover letter to:

Nooaitch Band

2954 Shackelly Rd. Merritt, BC V1K 1N9

250-378-6141

Email: reception@nooaitchband.ca

Deadline for applications December 12, 2023: Posting will remain open until a suitable candidate is found.