

KITCHEN HELPER - JOB DESCRIPTION

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2024
Position Title	Kitchen Helper – Canada Summer Jobs
Posting Date	May 3, 2024
Closing Date	June 30, 2024
Start Date	ASAP
Hours	Full time
Position Status	Determinate (ending August 31, 2024)
Salary Range	\$20.00/hour

POSITION SUMMARY

Under the direct supervision of the Ottawa Inuit Children’s Centre Executive Director, the Child Care Kitchen helper will assist in planning and prepare nutritional daily meals to children in the child care program.

KEY DUTIES AND RESPONSIBILITIES

- Menu Preparation/Inventory of Supplies
- Assist in planning monthly menus for all meals which reflect the Inuit cultural traditions and the specific health needs of individual children in the program, (i.e. allergies).
- Record menus on menu plan and post a copy in the kitchen
- Record changes to menu and post.
- Assist in purchasing food and kitchen supplies on a weekly basis in accordance with approved budget.
- Assist in preparation and serving nutritious meals and snacks for up to 24 children.
- Prepare snacks for special field trips scheduled during programming hours.
- Support the program with all special events, meetings, etc.
- Keep up-to-date and informed about current developments in food storage and preparation.
- Assisting with meal preparation and cleanup.
- Ensure food/supplies are stored and prepared according to regulations of the Day Nurseries Act and guidelines for food service personnel of the City of Ottawa.
- Clean, sterilize and/or disinfect the kitchen area, all dishes and equipment daily and after food preparation.
- Clean and sterilize stove, refrigerator, cupboards on quarterly basis or more often as required.
- Follow the *Food Safety Checklist* at all times.
- Work in collaboration with program staff and teachers to develop innovative and creative, culturally appropriate menus and food ideas.
- Ensure the health and safety regulations of the *Day Nurseries Act* are met at all times.
- Comply with all policy and procedures of the OICC.
- Demonstrate solution-based problem-solving and effective conflict resolution.
- Demonstrate sensitivity to the needs of children/parents in the program.

- Maintain the confidentiality of families at all times including names, addresses, telephone numbers and any other personal information.

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in working with children
- Regular physical activity associated with program activities, and carrying material/ supplies

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred.
- Previous experience working with Inuit or Aboriginal communities an asset.
- Knowledge of Inuit diet, food and food preparation.
- CPR/First Aid Certification (or willingness to become certified)
- TB Test and other immunizations up to date.
- Hepatitis B vaccination recommended.
- Physical Examination (upon hiring).
- Police Record Check required.
- Physical ability to access three story building and purchase/carry quantities of supplies in accordance with program requirements.
- “Food Handler” training course from the City of Ottawa required.
- WHMIS training (or willingness to become trained).
- One year food service/cooking experience required.
- Knowledge of Canada’s Food Guide, Aboriginal Food Guide and nutritional needs of preschool children.
- Knowledge of menu planning and sanitation required by Day Nurseries Act.
- Ability to work in a collaborative staff team environment.
- Ability to respond effectively to crisis situations

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.