



**Kermode Friendship Society**

*Registered with Revenue Canada as a "charitable organization"*

3313 Kalum Street, Terrace, B.C. V8G 2N7

Phone 635- 4906

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# ABORIGINAL HEAD START DAYCARE CENTRE COOK

**Job Type:** Full Time, Permanent

**Start Date:** As soon as possible

## Job Location(s)

4714 Park Avenue  
Terrace, British Columbia  
V8G 1W1, Canada

## Job Description

Kermode Friendship Society currently has a full time ECE Assistant/ Daycare Cook position

Reporting to the Kermode Aboriginal Head Start Coordinator, the ECE Assistant/Cook will be responsible for menu planning, preparing nutritious snacks and lunches, assisting with cleaning the daycare area, and filling in while daycare staff take their scheduled breaks.

### Responsibilities:

The development of nutritionally balanced monthly menu plans for children attending the daycare program.

The daily preparation of nutritionally balanced meals and snacks using Food Safe Procedures, and the Canada Food guide

The daily sanitation of, dishes and eating utensils and assisting with clean up and assistance with sanitization of daycare area.

The weekly inventory of food supplies, preparation for the upcoming weeks food supply needs

The performance of other related duties as directed by the AHS Coordinator,

Participation in creating a break schedule with Daycare team, and filling in while staff are on their breaks.

**Statement of Qualifications:**

Grade 12 diploma,

ECE Assistant certificate

Valid food safe certificate

Child safe first aid equivalent or be willing to undertake sponsored training,

Current Class 5 Drivers license, and clear abstract

Minimum 2 years related cooking experience.

**Knowledge, Skills and Abilities:**

Knowledge and Ability to work in a Licenced and regulated Childcare Centre.

Knowledge of Health Canada's Aboriginal Food Guide,

Applied knowledge in menu planning,

Demonstrated food inventory management skills,

Demonstrated abilities in following sanitation procedures,

Good interpersonal and communication skills

Ideally, the successful candidate enjoys and thrives in an environment where all members of the team enjoy working with children in a team setting.

**Mandatory Requirements:**

Current TB screening, up-to-date immunization record,

Successful criminal record check,

Sign a code of Ethics and Confidentiality agreement,

Annual medical clearance,

Annual evaluation

**To apply submit: A cover letter, resume, 3 reference contacts to**

**hr@kermode-fs.ca**

