



COOK 208-21-2
COMMUNITY SUPPORT SERVICES, HEALTH SERVICES
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 1, 2021**, for the Cook with Community Support Services, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Cook reports to and works under the direction and supervision of the Community Support Services Supervisor, and in accordance with Health Services Principles and Mission Statement. To provide nutritious meals for the Meals on Wheels Program; to ensure that the kitchen area is maintained according to the Public Health requirements. To prepare weekly reports/statistics, and monthly clients' invoices as required; to assist with other program's activities and provide other related duties as required by the Supervisor.

Type	Full Time
Closing Date	December 1, 2021
Term:	Permanent
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Must have a minimum of a Grade 12 Diploma (Ontario Basic Skills Level 4, Grade 12 equivalency/General Equivalency Diploma) and at least 1 (one) year of related cooking experience in a commercial or institutional environment.
- Must possess a food handling course certificate.
- Must have a valid Class "G" driver's license and insured vehicle.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Cook – Full Time – 208-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE:

Cook

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Community Support Services Supervisor, and in accordance with Health Services Principles and Mission Statement.

PURPOSE & SCOPE OF THE POSITION:

To provide nutritious meals for the Meals on Wheels Program; to ensure that the kitchen area is maintained according to the Public Health requirements. To prepare weekly reports/statistics, and monthly clients' invoices as required; to assist with other program's activities and provide other related duties as required by the Supervisor.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Prepares nutritious meals
- Ensuring adherence to correct food handling methods to ensure safe food preparation and storage.
- Ensuring all kitchen work areas are maintained at a high level of cleanliness
- Ensuring that the kitchen area is maintained according to Public Health requirements.
- Ensuring that periodic inspections are conducted by Public Health.
- Ensuring that the kitchen area meets fire safety standards.
- Assisting with the delivery of meals as required.
- Assisting with other program's activities by helping with fundraising for Sr. Day program and other annual events such as Wild Game Dinner, Senior Fish Fry, etc.

2. Communications Functions:

- Attending monthly staff meetings.
- Planning monthly menus according to Canada's Food Guide and client health needs.

3. Administrative Functions:

- Ensure that an up-to-day inventory of food and food supplies is maintained.
- Prepares weekly reports/statistics and monthly clients' invoices as required
- Completing and maintaining necessary weekly/monthly reporting forms and relevant statistics as required.
- Establishing the Meals on Wheels client delivery list.
- Follows established reporting procedures as laid out by the program.

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- Ensuring the collection of M.O.W. fees from drivers and submitting deposits to Health Services Finance Department.

4. **Other Functions:**

- Performs other job related duties as may reasonably be required by the Community Support Services Supervisor.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work in a climate controlled environment, which is subject to heat generated from stoves and oven.
- Work involves heavy lifting and moving bulk supply containers on a daily basis.
- Work is planned in advance, however some flexibility in schedule is required to cover workers/volunteers as needed.
- Work will require some driving using own transportation – shopping for food supplies, and occasional Meals on Wheels delivery.
- Work requires regular interaction with clients, and daily interaction with supervisor and program workers.

WORKING RELATIONSHIPS:

With the Community Support Services Supervisor

Receives direction, guidance, and discusses plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision.

With Other Staff/Six Nations Agencies

Promotes courtesy, cooperation and teamwork with all staff.

With the Public/Clients

Represents and promotes the Six Nations Community Support Services program in a courteous, positive, and cooperative manner; provides information and assistance.

With External Agencies

Represents and promotes Six Nations interests related to Community Support Services program; maintains a general awareness of legislation; policy and program changes; seeks to develop

KNOWLEDGE AND SKILLS:

Minimum Requirements:

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- Must have a minimum of a Grade 12 Diploma (Ontario Basic Skills Level 4, Grade 12 equivalency/General Equivalency Diploma) and at least 1 (one) year of related cooking experience in a commercial or institutional environment.
- Must possess a food handling course certificate.
- Must have a valid Class “G” driver’s license and insured vehicle.

Other Related Skills:

- Must be knowledgeable in Microsoft Office, MS Word and Excel computer software programs.
- Will be trained in First Aid and CPR.
- Good knowledge of the Six Nations community services available in the area, and highly sensitive to Six Nations culture.
- Willing to work flexible hours.
- Must pass a criminal record check.
- Will be knowledgeable about Canada’s Food Guide.
- Will have a general knowledge relating to fire safety and health requirements with respect to commercial kitchen operations.
- Must relate effectively to the elderly.
- Organize work, communicate clearly and effectively, both written and verbal.
- Work independently, and work cooperatively with others.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.