



Kitchen Helper 007-26-2
Childcare Services
Social Services

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, **January 28th 2026** for with **Childcare Services, Social Services**. 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.sixnations.ca/careers/>

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 Kitchen Helper Reports to and works under the direction and supervision of the Supervisor of Child Care Services.

The kitchen helper is responsible for assisting the cook with the preparation and delivery of meals and snacks for approximately 100 children attending Child Care Services; for assisting in keeping a clean work area and keeping appliances clean and maintained.

Ensure all kitchen food and cleaning are maintained, documented: and ensuring their kitchen work areas and appliances are kept clean and adhere to warranties

The Kitchen Helper will comply with Canada's Food Guide, Child Care Early Years Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines, and Parent Handbook

Type	Casual Contract
Closing Date	January 28, 2026
Hours of Work	may be up to 37.5 hours per week
Wage	23.08/hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Will have a certificate in Culinary/Chef or will have two years experience working in the area of quantity food preparation, menu planning and dietary requirements in a commercial/institutional facility.
- Knowledge of proper food handling, dish washing and sanitizing procedures
- Will have knowledge of Canada's Food Guide and guidelines for child care
- Will have Food Handlers Certificate or willing to obtain
- Must possess a valid class G Ontario Driver's License
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act

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.



- Must have a valid first aid/CPR certificate or willing to obtain

Other Preferred Qualifications

- Excellent written and verbal communication skills
- Must have excellent organizational skills and an ability to work independently and as a strong leader, with respectable interpersonal skills
- Will be Native in preference to other applicants
- Knowledge of general health and safety procedures
- Ability to be patient, and have the ability to relate to children and adults with equal respect and dignity, regardless of life experience's, culture and values
- Knowledge of WHIMIS will be considered an asset

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

- Please visit: <https://www.sixnations.ca/careers/> to access our job board and follow the directions to apply.
- Please ensure all required documents are provided/uploaded with your application package, which include:
 1. **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.
 2. **Recent resume** clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 3. **Copy of your education** diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Alkiie Froman, HR Business Partner at 519-445-2223 ext. 5727 or via email at HRBP2@sixnations.ca.

Method #2: In-Person application submissions go through GREAT (Grand River Employment and Training); these applications must include all the following:

- A **Six Nations of the Grand River Application for Employment Form**.
 1. **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.
 2. **Recent resume** clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 3. **Copy of your education** diploma/degree/certificate and transcript.
- Place all documents listed above in a sealed envelope and mail to or drop off at:



KITCHEN HELPER – 007-26-2

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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KITCHEN HELPER CHILD CARE SERVICES

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor of Child Care Services

PURPOSE AND SCOPE OF THE POSITION:

The kitchen helper is responsible for assisting the cook with the preparation and delivery of meals and snacks for approximately 100 children attending Child Care Services; for assisting in keeping a clean work area and keeping appliances clean and maintained. Ensure all kitchen food and cleaning are maintained, documented: and ensuring their kitchen work areas and appliances are kept clean and adhere to warranties. The Kitchen Helper will comply with Canada's Food Guide, Child Care Early Years Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines, and Parent Handbook

DUTIES AND RESPONSIBILITIES:

TECHNICAL:

- Assist the cook with menu planning and meal preparation as required
- Fill in as Acting cook in the absence of the regular cook
- Assist with preparation of lunches; includes special occasion meals/snacks for activities such as picnics, birthdays, holidays, etc
- Prepare snacks
- Organize lunch/snack carts from playrooms and properly wash and sanitize dishes, utensils and carts before returning to proper storage areas
- Assist Cook with proper storing of groceries and supplies
- Assist with proper storing/disposing of excess prepared food
- Assist Cook to ensure the laundry is maintained
- Remove garbage daily and sanitize garbage receptacle
- Applying safety procedures and handling emergencies

ADMINISTRATION:

- Assist in maintaining an inventory of supplies and groceries in order to plan purchases according to program budget
- Ensure food supplies and groceries are stored properly labeled and rotated
- Assist the Cook to receive food shipment and ensure checklist of order is completed

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- Assist in recording and the file of recipes for lunches and snacks as required
- Assisting in promotion activities/fundraising
- Name tag is required/worn daily for security purposes-if lost/stolen a c charge will be required
- Submit weekly time sheets
- Attend training/workshops as required

COMMUNICATIONS & LIAISON

- Inform Cook of any kitchen/appliance repairs as necessary
- Attend and participate in regular staff meetings as required/directed
- Working cooperatively with all staff enhancing relationships with community resources and collaboration with existing programs and services on and off Six Nations of the Grand River communities
- Maintaining confidentiality as per Six Nations Council Employment Policy
- Greeting children and parents upon arrival and departure
- Maintaining a team approach to resolving such issues, conflicts and problems that may arise in the process of providing support services
- Maintaining confidentiality as per Six Nations Council Employment Policy

OTHER RELATED DUTIES:

Any other related duties as assigned by the Cook or Supervisor of Child Care Services which includes, but is not limited to participation in the Six Nations Community Emergency Measures Plan

WORKING CONDITIONS:

- Works in an environment subject to heat from ovens and stoves
- Involves some travel by car using own method of transportation
- Some after-hours participation for staff meetings, parent meetings and other planned activities
- Flexibility working various day shifts
- Gossip/hearsay/off duty conduct is not tolerable (see Six Nations Band Council Employment Policy)
- Encouraged to be limited of what is uploaded to Facebook/Twitter and other cyber sites, which may incriminate the Child Care Working in a climate controlled environment while on site

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- Cell phones are not to be used during work hours unless authorized by the Coordinator
- Maintain confidentiality

WORKING RELATIONSHIPS:

- Must be able to work independently and as a team player within the Six Nations Social Services and all other work environments.
- Establishing positive, collaborative working relationships and linkages among all service providers within all work environments.
- Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

Works with the Supervisor of Child Care Services

Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

Being professional and being able to accept constructive criticism

Receives direction and guidance.

With the Directors and Managers

Acting as a resource providing information and assistance in a cooperative and courteous manner.

With the Community

Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,

Familiar with Six Nations Council Employment and Health and Safety policies and procedures.

Represents and promotes Six Nations Social Services; maintains awareness of legislation, policy and program changes: develops sound professional working relationships

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have a certificate in Culinary/Chef or will have two years experience working in the area of quantity food preparation, menu planning and dietary requirements in a commercial/institutional facility.
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IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy, Child Care Services and the Six Nations Social Services values, principles and Mission statement.

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency (Ministry of Education) and within the legislation of the Early Years Act.