

Daycare Housekeeper/ Cook

Supply/ On Call

Batchewana First Nation

Range: \$18.05-\$20.15

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Position Summary

The Housekeeper and Cook is responsible for ensuring a clean, hygienic, safe, and presentable environment for children, parents, and staff to enter.

Key Duties & Responsibilities

- Check washer and dryer, and fold if needed.
- Clean and disinfect all toilets and sinks in daycare.
- Cleaning of all windows when needed.
- Ensuring all tables and chairs are cleaned and disinfected weekly.
- Mop, sweep, and disinfect floors daily.
- Empty all garbage cans daily and disinfect weekly.
- Monitor inventory levels as materials, equipment and stock are used and request requisition order
- Replenish all paper products throughout the rooms and washroom daily.
- Ensure all combustible products and materials are properly stored in accordance with policies.
- Responsible to fill in for the cook when they are away.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- Secondary school diploma and 1-2 years relevant experience
- Safe food handling

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work independently or collaboratively.
- Relate effectively to staff as a diplomatic and flexible team player;
- Effectively maintain and monitor the inventory of equipment and supplies;
- Ability to demonstrate integrity, empathy, trust, respect, and understanding by always acting with a high degree of professionalism.
- Effective verbal communication skills.
- Will know and understand Batchewana First Nation's Safety and Health Policies and Procedures and related Provincial and Federal Legislation

CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC) with Vulnerable Sector Check
- Safe Food Handling Certificate.
- First Aid and CPR Certificate.
- WHIMIS
- Valid Driver License and access to vehicle

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

How to Apply & Deadline: Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Housekeeper/ Cook

ALL APPLICATIONS MUST BE RECEIVED BY September 29, 2023 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.