



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

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Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Daycare Cook	Classification:	3	\$20 - \$25 per hour <small>(Based on certifications and experience)</small>
Department:	Daycare	Type:	Non-Management	
Status:	Part-time; Term	Hours of work:	Up to 20 hours per week	
Responsible To:	Child Care Programs Manager			
Location:	Little Paws Children’s Centre, 162 Westhills Crescent, Penticton, BC, V2A 0E8			
Deadline:	September 30, 2021			

Job Summary:

Under the supervision of the Child Care Programs Manager, the Daycare Cook will oversee all aspects of the daycare’s food services program (breakfast, morning snack, lunch, afternoon snack); ensure quality food preparation; meals and service. The Daycare Cook is responsible for menu planning, grocery shopping, monitoring, and maintaining all kitchen inventories and adhering to industry sanitation practices and standards. The Daycare Cook will collaborate with ECE Staff on healthy eating options for toddlers and implement strategies into the daycare food service program to accommodate early years children.

Core Competencies:

- Accountability
- Teamwork
- Leadership
- Communication
- Service Orientation
- Decision Making
- Planning and Organizing
- Ethics and integrity
- Networking and Relationship Building
- Problem Solving
- Flexibility

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Assist design a nutritious breakfast & lunch program for the daycare, ensuring the meals advertised on the monthly Daycare Calendar are included in the menu planning.
- Collaborate and consult with ECE Staff when menu planning for each month.
- Go grocery shopping, ensuring all ingredients for weekly menus are purchased.
- Maintain and track kitchen inventory levels, purchasing and restocking food and supplies, as necessary.
- Assist with cereal and fruit for breakfast program 5 days per week.
- Prepare lunches for approximately 30 people (children and staff) five days per week.
- Incorporate traditional foods (meat, fish, berries, roots) in menu and recipes when possible.
- Provide a variety of fresh vegetable and fruit options.
- Assist with serving hot meals to students and staff (for safety reasons).

- Adhere to food safe practices, ensuring proper preparation, sanitization, and storage after each meal (kitchen, dishes, lunch tables, floors, countertops, leftover food, etc.).
- Establish good routines to ensure safety, cleanliness, and upkeep of work areas, including kitchen and serving areas:
 - Clean and maintain area where meals are prepared and served.
 - Clean all plates, bowls and utensils using industrial sanitizer and put items away when clean.
 - Wash all pots and pans by hand.
 - Clean all kitchen surfaces, stovetop, and oven after use.
 - Sweep and mop kitchen floor daily.

Accountability

- Maintain a sanitary kitchen and adhere to Food Safe practices and procedures.
- Maintain schedules and ensure good time management practices.

Relationships

Internal

External

- | | |
|--|--|
| - Reports to Child Care Programs Manager | - Networks with dietician on healthy eating strategies |
| - Collaborates with Daycare ECE Staff | - Remains current with standard industry and food |

Decision Making

- Determines and purchases the quantities/volumes of food to be prepared daily according to a planned menu.
- Provides well-balanced and nutritional meals considering dietary/allergy needs.
- Responsible for operating with budget parameters and demonstrating sound judgment in shopping and purchasing for the program.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 and/or combination of related training **OR**
- Current Food Safe Certification (must provide proof).

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License and a reliable, insured vehicle.

Specific Job Skills and Levels

- Knowledge and experience of food service management.
- Knowledge and experience with budgeting and purchasing (food and supplies for lunch program).
- Manage and maintain the hot lunch program budget and provide necessary reports (accounting of dollars spent, purchases, receipts, etc.).
- Knowledge and experience with menu planning, volume food preparation and modification of recipes.
- Knowledge of inventory control procedures, procurement and storing of food items and supplies.
- Knowledge of nutritional and cultural food values for children.
- Knowledge of healthy food guidelines as set out by First Nation Health Authority.
- Knowledge of personal hygiene, food handling, sanitation, and safety precautions; standard Food Safe practices.
- Ability to network with local food producers and businesses to source local affordable food.
- Good physical health including the ability to lift to 40 lbs.
- Knowledge and experience to operate industrial kitchen equipment safely.

Minimum level of Experience

- 1 year experience working in a food service field.

Personality Traits (Required to be successful in position)

- Organized
- Caring
- Approachable and Personable
- Dependable and reliable
- Respectful
- Committed

Assets:

- Must possess high physical energy to handle job stresses.
- Knowledge of Okanagan language and culture.

Working Conditions:

- Moderate level of physicality and dexterity.
- Ability to lift to 40 lbs.
- Ability to stand for long periods of time.
- Ability to manage time and have food prepared on time.
- Exposure to noise and hazards – daycare setting with early years children is unpredictable
- Positive and safe working environment.
- Drug & Alcohol free.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

September 30, 2021

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education. The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, and creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'TN (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.