

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

Organization: Siksika Health Services

Title: HEAD START COOK
Location: HEALTH SERVICES
Reports to: HEAD START COORDINATOR
Posted Date: Friday, November 3, 2023
Deadline: OPEN UNTIL POSITION IS FILLED
Annual Salary: 18.00 / hr. (Based on Experience)
Position Status: Seasonal Contract (September – June)

POSITION SUMMARY

The Head Start Cook will be responsible for the daily operation of the Head Start kitchen and the nutritional needs of the children in the Head Start Program. The cook will be expected to teach children the basic fundamental food groups in a fun way and may assist the Head Start Staff with the children when needed.

Responsibilities include, but will not be limited to:

- Maintain code of ethics, employee expected to always maintain a code of conduct and professionalism as the Kitchen Cook.
- Address the nutrition performance standards to meet the needs and services of the Head Start Program.
- Ensure food safety and sanitation standards are followed and maintained.
- Ascertain and keep records of the special dietary needs of each child in the Head Start Program.
- Work with coordinator, staff on the Head Start menu, binder required.
- Responsible for the regular upkeep of the kitchen and food storage, ensure there is checklists for these items.
- Attend staff meetings and in-service training sessions when required.
- Other related duties as determined by the Head Start Program Coordinator.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum Grade 12
- 2 years cooking or meal preparation experience.
- Preferred Level one (1) of Early Childhood Certificate, if not we can provide the training.

Knowledge, Skills and Abilities:

- Must have good communication and interaction skills.
- Must be willing to work as a team with program staff members and parents.
- Reliable attendance and punctuality are a must.
- Friendly and willing to work hard as required to do the job well.

Requirements:

- Driver's license and reliable transportation required.
- Full criminal record clearance including Child and Youth Information System check (CYIS).
- Moderate ability to speak an Indigenous language and knowledge of Indigenous culture.
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care.

FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:

SIKSIKA HEALTH SERVICES
Human Resources Department
Recruitment@siksikahealth.com
(403)734-5685

All documentation must be received to be granted an interview.

