Employment Opportunity

HeadStart Cook

Location	Siksika Health Services	**Posted Date**	September 28, 2026
Reports to	Headstart Coordinator	**Deadline**	Open until filled.
Position Status	September to June	**Annual Salary**	Ranges from $38,817.50-$43,125.00

Position Summary & General Duties

The Head Start Cook is to be responsible for the overall kitchen operation, including menu planning, meal preparation, purchasing, inventory management, and ensuring strict compliance with all health and safety regulations to provide nutritious, appealing meals and snacks for the preschoolers, families and program activities. Conduct proper food orientation and presentations; on Siksika (Blackfoot) traditional food, Canadian food guide groups and others.

Duties & Responsibilities

- Plan nutritious, balanced and appealing seasonal menus in accordance with established nutritional guidelines(e.g., Canadian Food Guide or local health departments requirements and budget.)
- Prepare and cook all meals and snacks, ensuring high quality, appealing presentation, and ample portions. Meals are typically delivered to classrooms for family-style service.
- Maintain a safe, sanitary and organized kitchen environment always, strictly adhering to local and province health codes. This includes logging food, fridge and freezer temperatures and participating in health inspections.
- Manage food and supply inventory, purchases all necessary groceries and supplies within the program's budget, and maintain accurate records and cost controls for food programs.
- Coordinate with the Head Start Program Coordinator and teaching staff, which may include assisting teachers with classroom food activities or providing classroom support to maintain child-staff ratios when required.
- Attend staff meetings, professional development training to remain current with food handling regulations and nutritional best practices.
- Create meal and snack visual books for preschoolers and staff.
- Implement the Siksika powahsiin (Blackfoot language) in the kitchen labels, presentations and posters.

Education & Experience

- A highschool diploma or equivalent is generally required
- A minimum qualification of Level 1 in Early Childhood Education, formally recognized as child development assistant. Willingness and capability to obtain level 2 in Early Childhood educations.
- Valid food handling certification.
- Familiar with the First Nation Head Start Standard Guide
- A cook in a child care or institutional setting preferred

Other Requirements

- Valid class 5 driver's license
- Criminal record clearance.
- Awareness of Indigenous languages and cultures (an asset).

How to Apply

*Please contact **Siksika Health Human Resources** for full job description.
Only those selected for an interview will be contacted.

*For additional information or to apply, please submit your resume, cover letter, education documents, two reference letters and criminal record check to:

Siksika Health Services
Human Resources Department
HR Recruitment Officer
Contact Info:
Email: Recruitment@siksikahealth.com
Phone: 403-361-1358

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.