



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Daycare Cook  
**Department:** Education  
**Reports to:** Director of Education / Daycare Administrator

Membertou Daycare Centre is seeking applicants for a Daycare Cook position. Under the authority of the Administrator, the Cook is responsible for the planning and delivery of well-balanced diets for children aged 2-4 enrolled in the Centre. The Cook will be responsible for inventory and supplies for the kitchen.

### Duties and Responsibilities:

- Plan and serve well balanced and economical menus; displays menus ahead of time and keeps them on file.
- Adapts menus for children who have allergies.
- Prepares lunches as well as morning and afternoon snacks based on traditional and non-traditional menus.
- Identifies food requirements and makes purchases.
- Ensures high quality and proper storage of food.
- Keeps the kitchen and dining area clean.
- Makes sure that household appliances are used correctly and sees to the necessary maintenance.
- Attends to the children occasionally when requested by the director.
- Attends personnel meetings, as requested by the director.
- May be entrusted with any other tasks and responsibilities inherent in the function.
- Prepare and cook for any after-school activities such as Family Nights, Graduation and Christmas Concerts.
- Comply with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Director/Daycare Administrator.

### Qualifications:

- Culinary certificate/diploma and/or previous experience is an asset.
- Ability to follow directions.
- Have experience in working with young children.
- Must provide an updated Child Abuse Registrar and Criminal Record Check.
- Food Safety Training is an asset.
- Willing to take training as required.
- Excellent communication and organizational skills.

*Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.*

Resumes with Cover Letters can be submitted to:  
Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S2P5

Or via email to:

[jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:** Friday January 27<sup>th</sup>, 2023 at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.*