

# Custodian/Kitchen Assistant

<b>Employer:</b>	Ketegaunseebee Garden River First Nation	<b>Closing Date:</b>	June 02, 2023
<b>Posted:</b>	4 months ago	<b>Location:</b>	Garden River
<b>ES Job ID:</b>	14311	<b>Duration:</b>	N/A
<b>Sector(s):</b>	Environmental Services and Cleaning, Food & Hospitality		
<b>Salary:</b>	16.65		

## Job Description:

Position: Custodian/Kitchen Assistant  
Duration: \$16.65-\$18.34/hour (pending qualifications)  
Location: CHILD CARE CENTRE  
Report to: MANAGER, CHILD CARE CENTRE

The Kitchen Assistant/Custodian is responsible for assisting in the preparation, serving, handling and storage of food in a hygienic and safe manner. The position will also be responsible to provide daily cleaning and regular maintenance of the Child Care Centre to ensure a clean hygienic environment for children and staff. The Kitchen Assistant/Custodian functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

## DUTIES

- Assist with the following kitchen duties:
- food preparation, serving, handling and storage of food
- making, receiving and managing food orders;
- proper disinfecting of kitchen equipment; pots/pans, dish tubs, food trolleys, food containers, storage containers etc.
- Engage in routine cleaning and daily maintenance of the Child Care Centre by performing the following duties:
- Routine cleaning of kitchen and area such as but not limited to cupboards, fridges, pantry, cooking appliances, floors
- Performing rigorous cleaning including duties such as but not limited to collecting garbage, sweeping, mopping, dusting, cleaning, and maintenance of washroom(s)
- Maintaining updated list of products and ordering of supplies as needed
- Complete daily log of tasks completed
- Noting of and reporting to Manager any furnishings/materials/equipment that require repair or replacement
- Participate in supervisory meetings, performance appraisals and self evaluation
- Attend necessary training as determined
- Participate in ongoing development and team building activities
- Perform other related duties as may be required and assigned

## Required Skills:

- Required 1-year diploma in a related field
  - Required 1-year related experience with Kitchen/Custodian related duties with the ability to follow a firm schedule;
- Required WHMIS1 and Safe Food Handling Certificate;

- Ability to be consistent and display a positive/helpful attitude;
- Demonstrated sensitivity to and knowledge of the First Nations cultural values and traditions;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to report for work as scheduled;
- Ability to attend work regularly;
- Must undergo a criminal record check prior to employment (At applicant expenses)

**How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: June 02, 2023 @ 12:00PM (Noon). Please address the envelope and/or email "Custodian/Kitchen - 2023-60" and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES. SELF-IDENTIFICATION IS ENCOURAGED.

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