



Chippewas of RAMA  
First Nation

# Employment Opportunity

Job Title: **ECE Kitchen Assistant**  
 Job Code: EDU276  
 Department: Education  
 Reports to: Early Childhood Services Manager

Date Posted: 30/May/23  
 Date Closed: 6/Jun/23  
 (5:00 pm)  
 1 week posting

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***  
 The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Part-time (25 hours/week) with Benefits.

Availability & Term: Approximate start date: June 2023

Remuneration: \$18.54 to start, move to \$19.88 after 480 hours worked

## JOB PURPOSE/SUMMARY

Primarily responsible for washing utensils, dishes, pots, pans, counters, food service carts and cooking equipment in accordance with established sanitary guidelines. Assist with other kitchen duties as requested including but not limited to other kitchen cleaning duties, food preparation and clean-up.

## QUALIFICATIONS

- Education:**
- Grade 10
- Skills and Abilities:**
- Knowledge of basic sanitary practices.
  - Must be responsible and reliable.
  - Must have a positive attitude and be willing and able to take direction.
  - Must enjoy being around children.
  - Valid Class G Drivers Licence and reliable vehicle.
  - Medical exam stating free from infectious diseases will be required.
  - Must be able to complete In Good Hand Food Handler Course within 3 months.
- Experience:**
- Previous kitchen/cleaning experience required.

- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
 Chippewas of Rama First Nation  
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
 Fax: (705) 325-4718      Email: charleneb@ramafirstnation.ca

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



# Job Description

Job Last Updated: 30/May/23

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## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Load, run and unload dish machine.
- Hand wash pots, pans and kitchen appliances as necessary.
- Ensure that all equipment is well maintained and in good working order.
- Assist with cleaning food preparation and production areas as required.
- Assist with keeping the kitchen clean and organized.
- Assist with food preparation and clean up as requested.
- Perform laundry duties as required.
- Carry out other duties that may be assigned.
- Maintain a safe work environment.