



# AOPFN EMPLOYMENT OPPORTUNITY

## Cook – Casual

**Department: Mindiwin Manido Day Care**

**Supervisor: Daycare Manager**

**\$20.00 - \$22.08 hourly - Based on Education/ Experience**

**8:30 a.m. - 4:30 p.m. - Casual - Call In Position**

**Deadline to Apply: June 12, 2026 at 4:00 p.m.**

The Daycare Cook is responsible for planning, preparing, and serving nutritious meals and snacks that support the health, growth, and well-being of children attending the Day Care Centre. This role ensures all meals meet Canada's Food Guide recommendations, accommodates special dietary needs, and maintains a clean, safe, and sanitary kitchen and dining environment in accordance with health and safety standards. The Daycare Cook also supports the overall daily operations of the Day Care Centre by maintaining kitchen inventory and supplies, assisting with cleanliness throughout the facility, and providing support to childcare staff and children as needed.

### **DUTIES AND RESPONSIBILITIES:**

#### 1. Meal Planning and Food Preparation

- Plan and prepare balanced weekly or bi-weekly menus in accordance with Canada's Food Guide and daycare nutritional standards.
- Prepare and serve nutritious breakfasts, lunches, and snacks for children enrolled in the Day Care Centre.
- Ensure meals and snacks accommodate allergies, sensitivities, cultural considerations, and other special dietary requirements.
- Maintain appropriate portion sizes and food preparation practices suitable for children.
- Ensure food is prepared, stored, and served in compliance with applicable health, sanitation, and food safety regulations.

#### 2. Health, Safety, and Sanitation

- Maintain the kitchen, food preparation areas, and dining spaces in a clean, organized, and sanitary condition at all times.
- Clean and sanitize tables, counters, dishes, utensils, and food preparation equipment following meals and snacks.
- Sweep, mop, and address spills or hazards promptly to maintain a safe environment for children and staff.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- High school diploma or equivalent.
- Safe Food Handler Certification or willingness to obtain.
- Experience preparing meals in a childcare, school, or similar setting is an asset.
- Knowledge of safe food handling, sanitation, and children's nutritional needs.

### **CONDITIONS OF EMPLOYMENT:**

- An acceptable Criminal Records Check and Vulnerable Sector Check; annually.
- Valid Safe Food Handler Certification required or willingness to obtain upon hire.
- Current First Aid and CPR "Level C" AED certification; annually

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Cook – Casual

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.