



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 3015, Fax: (306) 696 3018

Education

Ochapowace Nation – Job Posting

Position:	DAYCARE & HEADSTART PROVIDER / COOK
Status:	Full-Time/Permanent

PURPOSE OF POSITION:

Ochapowace Nation is looking for a Daycare worker/Cook to join our team. The Daycare worker/Cook will be responsible for assisting in the supervision of the children, communicating with parents, carry out programs and maintain a positive learning environment; also managing all cooking duties for all Daycare/Headstart children.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ensure that all children are always supervised
- Assist children with personal hygiene, set behavioral limits and use effective communication techniques,
- Have good record keeping, knowledge of schedule set up/changes
- Maintain a friendly atmosphere for the children, parents and staff
- Working on the floor with children daily
- Ensure the laundry and cleaning/sanitizing is done on weekly basis.
- Prepare all snacks and lunchtime meals daily- following our Indigenous Canada Food Guide and Prep food areas, clean kitchen and safe food handling maintained.
- Monthly food calendar/schedule/shop for food supplies
- Other duties as assigned by Daycare/Headstart Coordinator

EDUCATION AND REQUIREMENTS:

- Preference to grade twelve (12) diploma and/or certificate in Early Childhood Development would be a definite asset
- Safe Food Handling
- Must have a valid driver's license and reliable vehicle,
- Must provide a Criminal record and Vulnerable Sector Check
- Provide First Aid and CPR certificate,

Selection Process: *Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.*

Application Deadline: November 30, 2022 @ 4:30 p.m.

Please submit resume, certificates, criminal, and vulnerable sector check along with three references to: hr@ochapowace.ca