



## CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** #23-095 Casual Cook – Daycare- Haa Yátx'i Hidí  
**Department:** Capacity Development  
**Status:** Casual on call  
**Salary:** C/TFN Wage Scale Level 1-4 (\$21.59 - \$31.46)  
**Closing Date:** Until Filled

### **CARCROSS/TAGISH FIRST NATION MISSION STATEMENT**

The Carcross/Tagish First Nation is mandated to protect the environment, health, education and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

### **JOB SUMMARY**

Under the direction of the Haa Yátx'i Hidí Manager, the Haa Yátx'i Hidí Cook is responsible for the daily operation of the Haa Yátx'i Hidí kitchen. This position is responsible for ensuring that the centre operates effectively in meeting the needs of the children in the provision of hot meals and snacks for infants, toddlers, pre-school and school aged children.

### **DUTIES AND RESPONSIBILITIES**

- Creating and implementing a nutrition program;
- Preparing healthy meals and snacks for groups of 25;
- Plan menus based on the Canadian Nutritional Guidelines;
- Daily deep cleaning and sanitizing kitchen;
- Order groceries based on meal plans; and
- Support the operational needs of Haa Yátx'i Hidí.

### **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Grade 12 or GED;
- Completion of Early Childhood Educator Level 1; (or willingness to obtain within the first 6 months)
- Sound knowledge of First Nations culture and traditions;
- Basic computer skills for online ordering, preparing menu plans, correspondence with stakeholders;
- Good interpersonal skills, caring attitude, ability to relate to children and must have a high stress tolerance;
- Ability to work in a cross-cultural environment;
- Ability to maintain confidentiality;
- Ability to work with minimum supervision;
- Ability to work effectively and efficiently, both independently or as a team member;
- Strong decision-making skills, including good judgement;

- Strong time management, organizational and prioritization skills; and
- Good communication skills- oral, listening, written and electronic.

## **KEY CONTACTS**

- Children & parents;
- Haa Yátx'i Hidí Staff; and
- Carcross Tagish First Nation staff & citizens.

## **WORKING CONDITIONS**

- Exposure to chemicals, allergens, dust and other agents while preparing and serving food;
- Driving, especially in adverse weather and road conditions where potential hazards such as accident or injury are present; and
- May experience stress when dealing with children's outbursts, parents, meeting deadlines and driving.

## **PHYSICAL CONDITIONS**

- Required to stand 80% while preparing and serving food;
- Sitting 20%, while working on the computer and engaging children;
- Drive to Whitehorse 1 hour each way, when required; and
- Lift 30 lbs several times a day.

## **CONDITIONS OF EMPLOYMENT**

- Valid Food Safe Certificate;
- Valid WHIMS Certificate;
- Driver's license;
- Current Driver's Abstract;
- Criminal Records Check with Vulnerable Sector;
- Up to date immunizations;
- TB Test Certificate; and
- Level 1 Early Childhood Educator Certificate (or willingness to obtain within the first 6 months.)

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**We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.**

**We thank all those who apply and advise that only those selected for further consideration will be contacted.**

### **Please Note:**

- No relocation costs are associated with the position.
- Job descriptions are available from C/TFN Human Resource Department: <file:///O:/HR/00-RECRUITMENT/2023/Competition%202023/23-095%20AOC%20Cook%20Daycare%20Haa%20Yatx'i%20Hidi/Haa%20Yatx%E2%80%99i%20Hidi%20Cook%20Daycare%20Cook%20JD.pdf>

**PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING. APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to: [humanresources@CTFN.ca](mailto:humanresources@CTFN.ca)