



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 [www.COTTFN.com](http://www.COTTFN.com)

Chippewas of the Thames First Nation is accepting applicants for the position of:

**Position Title:** Cook  
**Department:** Enji-Maajtaawaad Early Years Program (Licensed Child Care)  
**Hours of Work:** 40 hours per week working onsite 8:0am – 4:00pm  
**Location:** 320 Chippewa Road, Muncey ON  
**Posting Date:** March 6, 2026  
**Posting Closes:** March 27, 2026

## Summary:

The Cook is responsible for planning, purchasing, preparing, and serving nutritious meals and snacks for children ages 0-4 in a licensed child care centre. The position independently manages daily kitchen operations and supports a safe, welcoming, child-centred food environment for children, families, and staff.

The Cook ensures all food is handled, stored, prepared, and served in compliance with Ontario Regulation 137/15 (Child Care and Early Years Act, 2014), public health requirements, food safety standards, and Chippewas of the Thames First Nation policies and procedures.

## Responsibilities:

- Plan and post weekly menus and document substitutions, ensuring meals and snacks meet Health Canada / Canada's Food Guide requirements for child care, including First Nations, Inuit and Metis guidance where applicable.
- Plan for infant feeding needs (under 12 months) according to written parent instructions, including coordination of bottle and expressed milk storage and handling in accordance with centre procedures and public health guidance.
- Prepare and serve meals and snacks that are age-appropriate, culturally relevant where possible, and mindful of choking hazards and safe textures for infants, toddlers, and preschoolers.
- Implement allergy and food restriction practices, including maintaining posted allergy lists, preventing cross-contamination, and preparing special diet items as directed by written parent instructions.
- Order groceries and kitchen supplies; receive deliveries; maintain inventory, stock rotation (FIFO), labelling, and safe storage temperatures; and minimize waste while managing food costs responsibly.
- Prepare food safely and efficiently using standardized recipes and portioning to meet attendance and program needs, ensuring food is held and served at safe temperatures.
- Maintain a clean, sanitized, and organized kitchen, including equipment cleaning, dishwashing, garbage and recycling, and routine deep-clean tasks.
- Complete required kitchen documentation (for example: menus, substitution records, temperature logs, cleaning schedules, allergy lists, and incident / maintenance reports) and support inspection readiness.
- Communicate and collaborate with Early Years staff to coordinate meal times, special events, field trips, allergies, substitutions, and supply needs.
- Follow workplace health and safety practices, including safe lifting, WHMIS (where applicable), and prompt reporting of hazards, accidents, and incidents.
- Model respectful and healthy food practices and maintain a professional, child-centred approach in all interactions with children, families, and staff.



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## **Qualifications:**

- High school diploma or equivalent.
- Post-secondary training in food service, cooking, or a related field is an asset.
- Minimum 2 years of cook experience (child care, school, health care, or similar setting preferred).
- Current Safe Food Handler Certification recognized in Ontario.
- Current First Aid / CPR Level C certification, or willingness to obtain as required by the employer.
- Knowledge of menu planning for young children, including allergy management and safe food textures for infants, toddlers, and preschoolers.
- Ability to work independently and manage the full kitchen routine without an assistant.
- Valid Ontario driver's licence and ability to travel locally for supplies, if required by program operations.
- Proven ability to speak or learn Anishinaabemowin (hiring prerequisite for all positions at Enji-Maajtaawaad Early Years).
- Satisfactory screening and background checks required for child care settings, including Vulnerable Sector Check, and compliance with employer hiring policies.

## **What Chippewas of the Thames First Nation Has to Offer:**

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

**Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.**

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Cook" in your application.

*We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to [human.resources@cottfn.com](mailto:human.resources@cottfn.com)) for candidates taking part in all aspects of the selection process.*

*As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.*