



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

FOOD SERVICE WORKER 176-18
IROQUOIS LODGE, HEALTH SERVICES
(Part-Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **November 14, 2018**, for the Food Service Worker with Iroquois Lodge, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Food Services Supervisor, the Food Service Worker shall provide assistance to the Food Services Department and the Administration in the performance of statutory/operational food services. The Food Service Worker will assist with the provision of nutritional necessities in a safe, clean environment to all residents of the Lodge. The Food Service Worker will also perform other duties as assigned within the policies and procedures established by Six Nations Elected Council.

Type	Part Time
Closing Date	November 14, 2018
Hours of Work	Rotating shifts including holidays and weekends
Wage	To Be Determined

BASIC QUALIFICATIONS:

- Current First Aid & CPR, or willing to train/ re-certify;
- Have successfully completed a Food Service Worker program at a College established under the Ontario Colleges of Applied Arts and Technology Act, 2002 **OR**;
- A Food Service Worker program provided by a registered private Career College and approved by the Superintendent of Private Career Colleges under the Private Career Colleges Act, 2005. (Long-Term Care Homes Act, 2007);
- Current Food Handlers Certificate, or willing to train/ re-certify;
- Ability to provide a Criminal Reference Check (Vulnerable Persons Screening) prior to beginning employment;
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination;
- Willingness to participate in facility and community emergency events as required;
- Food Service Workers are an essential service at Iroquois Lodge, and as such may be required to stay beyond their normal hours of work in order to guarantee continuity of service to Residents.

SUBMISSION PROCEDURE: (Choose one method ONLY):**Method #1: Mailed or Hand Delivered – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Food Service Worker – Part Time – 176-18
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #2: Email – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Food Service Worker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Food Services Supervisor.

PURPOSE & SCOPE OF THE POSITION:

The Food Service Worker provides assistance to the Food Services Department and the Administration in the performance of statutory/operational food services. The Food Service Worker will also perform other duties as assigned.

The Food Service Worker will assist with the provision of nutritional necessities in a safe, clean environment to all residents of the Lodge within the policies and procedures as established by the Manager of Iroquois Lodge and the Ministry of Health and Long Term Care.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Prepares thickened fluids according to Resident Care Plan.
- Serves food to residents as assigned.
- Sets individual place settings according to Resident Seating Plan, ensuring any adaptive devices required by the Resident are available (special utensils, cups, straws, plates, etc.)
- Follows specific procedures as listed on the Job Routines and/or as assigned by the Food Services Supervisor.
- Cleans kitchen areas as assigned by Food Services Supervisor using correct cleaning and sanitizing products and procedures.
- Assists in maintaining a safe environment for residents and staff by following safety policies and procedures and reporting hazardous situations in the appropriate manner.
- Assists in maintaining a safe, neat, clean environment for residents and personnel.
- Attends in-service education programs and participates in learning needs assessment.
- Willingness to assist and/or perform duties (i.e. mop up of spills, serving of beverages to residents at meals, storing of bi-weekly food order).
- Maintains high standards of personal cleanliness and presents for work in proper, clean dress attire.
- Practices safety-good body mechanics usage as per nursing home policies.
- Assists in the training, guiding and supporting of new staff through the orientation period.

- Is aware of the Resident Bill of Rights and endeavours to respect and promote it.
- Must be able to stand, walk short distances, lift up to 5 kilograms (approximately 10 pounds) and be able to operate various pieces of kitchen equipment.
- Specific procedures will be listed on Job Routines and/or assigned by the supervisor. This includes Activity and dining programs.
- Perform other duties as assigned.

2. Communications Functions:

- Effective liaison with supervisors, staff, resident, resident family, community members, compliance advisors, the general public and Iroquois Lodge either in person or through telecommunications.
- Participates in labour/management issues, i.e. grievance procedures and labour management relations as required under Six Nations Policies and Procedures.
- Represent Iroquois Lodge and community in a positive, courteous, cooperative and professional manner.
- Maintain confidentiality with regard to residents, staff and the internal affairs of Iroquois Lodge.

3. Administrative Functions:

- Performs work functions in accordance with Iroquois Lodge policies and procedures.
- Ensures submission of documents to Administrative office as required.
- Must be willing to attend pertinent educational and/or job related workshops, in-services and conference

4. Other Functions:

- Performs other duties as requested by the Food Services Supervisor.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services

WORKING CONDITIONS:

- A Food Service Worker must have physical strength and endurance to sustain the physical work demand as they spend long hours standing and walking about from task to task, and are required to lift and carry equipment and supplies. They must be prepared to work in hot, cold and humid environments.
- A Food Service Worker must be reliable, adaptable to fast-paced activities and changes, able to remain calm in hectic circumstances, able to plan and organize their tasks, and be a strong team player.
- A Food Service Worker must be able to work shifts on a rotation basis, including holidays and weekends. They must also be prepared to work long hours when required.

WORKING RELATIONSHIPS:

With the Food Services Supervisor

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively at all times.

With Iroquois Lodge Staff, Residents, Families, Volunteers and Visitors

Exhibits courtesy, cooperation and performs as a part of a team with all Iroquois Lodge staff. Represents and promotes Iroquois Lodge in a courteous, positive and co-operative manner, and provides assistance to residents when necessary.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Current First Aid & CPR, or willing to train/re-certify
- Have successfully completed a Food Service Worker program at a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002 or a Food Service Worker program provided by a registered private career college and approved by the Superintendent of Private Career Colleges under the Private Career Colleges Act, 2005. (Long-Term Care Homes Act, 2007)
- Current Food Handlers Certificate, or willing to train/re-certify.

Other Related Skills:

- Ability to provide a Criminal Reference Check (Vulnerable Persons Screening) prior to beginning employment.
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Willingness to participate in facility and community emergency events as required.
- Food Service Workers are as essential service at Iroquois Lodge, and as such may be required to stay beyond their normal hours of work in order to guarantee continuity of service to Residents.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.

Revised July 2016

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APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

PART II EDUCATION

Year Last Attended	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY

I Present or Last Employer

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date