



CHAPLEAU CREE FIRST NATION  
P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ POM 1K0  
Tel: (705) 864-0784 ♦ Fax (705) 864-1760



## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	Cook for Meals on Moccasins Program
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	The Chapleau Cree First Nation Health Centre is seeking a highly motivated and professional individual to prepare and deliver meals to our clients.
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Safe Food Handlers Certificate</li><li>✓ Valid Driver's License</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>✓ Adaptable to change.</li><li>✓ Ability to prepare special diets for diabetes, cardiac etc.</li><li>✓ Ability to hand multi-tasks while preparing food.</li><li>✓ Ability to cook without supervision.</li><li>✓ Knowledge of methods and procedures for serving food, principles of sanitation and principles of safe food handling.</li><li>✓ Awareness of the Canada Food Guide.</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Assist in the development of a monthly nutritious menu for the Meals on Moccasins clients.</li><li>✓ To purchase the raw foods within the budgetary amount utilizing the purchase order system.</li><li>✓ To prepare dinner meals for our clients (numbers vary from week to week) three days, Tuesday, Wednesday and Thursday, per week in a sanitary and timely manner.</li><li>✓ Cleans and maintains kitchen by practicing good safety, sanitation and organization skills.</li><li>✓ To ensure the correct quantities are prepared to meet daily needs for clients.</li><li>✓ Ensure quality of food by performing standard and any additional sanitary measures such as sweeping floors, cleaning of surfaces as well as proper covering and storage of food items according to standards and procedures.</li><li>✓ To attend any in-service sessions to improve skill levels and job performance.</li><li>✓ Restock all items as required.</li><li>✓ Deliver prepared meals to on reserve clients.</li></ul>
<b>Fee for Service Contract:</b>	18 hours per week – Rate to be determined
<b>Closing Date:</b>	Until filled

**Individuals are invited to submit their application, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON POM 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**Subject Line: Employment: Cook Meals on Mocs**

*Note: Electronic bids missing the above subject may be missed from consideration.*  
**We thank all applicants, but only those selected for an interview will be contacted.**  
**First Nation individuals and CCFN band members are encouraged to apply!**