



Hamilton Regional Indian Centre Employment Opportunity

Closes: Posted until filled

The Hamilton Regional Indian Centre is currently accepting applications for the new position of **Kitchen Assistant**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers and a generous benefit package. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The HRIC Kitchen Assistant, under the direction of the Executive Director or designate, will work with the Indigenous Cuisine Coordinator to create a menu of nutritious well-balanced meals. The Kitchen Assistant will assist the Coordinator in the preparation of all lunch, dinner, and snacks for programs, events, and meetings of HRIC to align with both the Canada's Food Guide and the Indigenous Food Guide.

The Kitchen Assistant will be responsible to assist with storage, cleanliness, and organization of the kitchen, equipment, and supplies.

QUALIFICATIONS:

- Secondary School Diploma and/or a combination of equivalent and relevant education as determined by the Executive Director;
- Minimum of 1 year of experience in a commercial kitchen environment preferred;
- Food Handlers Certification is an asset;
- Knowledge of Canada Food Guide Canada Food Guide-First Nations, Inuit and Metis dietary guidelines;
- Knowledge of Public Health Guidelines;
- Capability to move, lift, and store heavy boxes and large containers;
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment;
- Experience in using Microsoft Office/365 applications and other databases;
- First Aid or CPR certification or be willing to be certified;
- Valid driver's licence with clear driving record is an asset: and,
- Satisfactory Criminal Record Check or Vulnerable Sector Check (if applicable).

HOURS OF OPERATION: Monday to Friday 8am to 8pm (8-hour shift within these hours of operation), occasional evenings/weekends

SALARY RANGE: \$43,885.00- \$48,761.00 per annum



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The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and health benefits. HRIC employee group benefits program has mandatory enrollment for full time permanent employees; employees will be eligible to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, HRIC will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, HRIC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

HRIC does not currently use Artificial Intelligence (AI) in the screening of applications.

Please submit a cover letter, resume, 3 references to jobs@hric.ca or in an envelope marked **CONFIDENTIAL** to:

Human Resources
Hamilton Regional Indian Centre
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7
FAX: 905-548-0024