

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: May 12th, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full-Time Term** position:

O'SHKIIGMONG GITIGAN FOOD SUPPORT WORKER

Purpose:

The purpose of this position is:

- To oversee O'shkiigamong Gitigan (Curve Lake Community Garden), general farm duties.
- Collaborate with the Curve Lake Community Garden partners and stakeholders to grow, harvest and transport fruits and vegetables.
- Work at Curve Lake Community Market to provide fresh produce to the community.
- Promote community food sovereignty and food security for Curve Lake First Nation.

Duties:

The duties and responsibilities of this position include but are not limited to:

- Promote food security and food sovereignty within the Curve Lake First Nation.
- Provide assistance to Curve Lake Food Bank with community food distribution.
- Sort and pack fruit and vegetables at the garden site, community market, and Food Bank.
- Load, unload and transfer crates, supplies, farm produce and products for transport.
- Operate farm machinery and equipment.
- Follow food safety and security procedures.
- Detect disease and health problems in crops.
- Examine produce for quality and prepare for market.
- Clean up racks, trays, and harvest bins and general clean up of growing, producing and packing areas.
- Participates in greenhouse cultivation and transplanting operations.
- General inventory of equipment and tools.
- Assist in preparing garden beds for planting.
- May write daily progress reports of inventory of tools and harvested produce.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the department and organization.

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- A high school diploma or GED

RATED REQUIREMENTS:

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Knowledge/Skills:

- Willingness to learn, be creative and flexible when situations change, adaptable to new technologies.
- Ability to work in ambiguous environments.
- Demonstrated cultural competency.
- Ability to work flexible hours.
- Excellent communication and organizational skills.
- Ability to follow direction.
- Able to work effectively in a team environment.
- Experience as a Gardener

Personal Suitability:

- Good sense of initiative
- Appreciation of the need for a positive, cheerful and informed approach with the public
- Punctual and reliable
- Good public relations, including an appreciation of the need for confidentiality, tact and discretion
- Use of the Ojibwe language an asset

TERMS OF EMPLOYMENT:

This is a Full- Time Term position beginning immediately and will end on or around November 10th, 2023, with a possibility of extension depending on funding. Annual salary range for this position is \$21.35 to \$23.24 based on a 35 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday May, 26th, 2023 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

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While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.