



JOB POSTING: YQFN CHILDCARE DEPARTMENT

Title: Headstart Driver/Cook

Location: YQFN Headstart

Status: Full-Time

Reporting to: Director of Childcare

Wage/Salary: Dependent on Experience

Closing Date: August 7, 2026.

Yellow Quill First Nation Headstart is seeking a highly motivated, reliable, caring and compassionate Headstart Driver/Cook. The Headstart Driver/Cook will operate the Headstart van in a safe and efficient manner; abides by all traffic rules and regulations as well as the YQFN Health Department regulations. As well as prepare snacks/meals for the headstart students. This role ensures that all food is prepared safely, meets nutritional guidelines, and accommodates allergies and dietary restrictions.

Responsibilities:

Driver duties,

- Safely transports children to and from the Headstart Program, according to van routes and times.
- Conducts a thorough pre-trip inspection of the van, each time it is in use.
- Keeps exterior mirrors clean and always adjusted.
- Knows, recognizes and obeys all road signs and signals.
- Monitors children and warning signs at all stops.
- Continuously scans all mirrors before loading and unloading children.
- Maintains routes/schedules and reports any hazards along the existing routes.
- Exercises effective defensive driving skills of self control, alertness, foresight and good judgement always while operating the Headstart van.
- Remains alert always to hazards, including but not limited to poor weather conditions, other vehicles, road conditions, and trains at railroad tracks.
- Fuels van and report any maintenance/repair issue to the Headstart Coordinator.
- Completes all reports required by the Headstart Coordinator.
- Never, at any time, permits children to stand up at any time during the transporting.
- Keep the van tidy, neat and clean of garbage.

Cook duties,

- Plan and prepare healthy breakfasts, lunches, and snacks according to childcare nutrition guidelines
- Follow approved menus and portion sizes appropriate for preschool-aged children.
- Modify meals for children with food allergies or dietary restrictions.
- Maintain strict food safety, hygiene, and sanitation standards.
- Ensure the kitchen, food preparation areas, and equipment are clean and properly sanitized.
- Follow local health regulations and childcare food safety requirements.
- Serve meals and snacks in a timely manner according to the preschool schedule.
- Work with teachers and staff to ensure smooth meal service.
- Follow all childcare center policies, food program requirements, and licensing regulations.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum Grade 10 with an interest in further training if necessary.
- Valid Class 5 Driver's License, with Clear Driver's Abstract
- ECE Level 1 or 2 would be an asset.
- Food Safety Certification (e.g., Food Handler Certificate).
- Experience in food preparation or cooking, preferably in childcare, school, or institutional settings.
- Ability to prepare meals for large groups.
- Must have Criminal Record and Vulnerable Sector Check with application.
- Previous experience working with children would be an asset.

Please submit a cover letter, resume, and updated CPIC no later than:
August 7, 2026. 4:30PM

ATTN: Human Resources Coordinator **Email:** Shantel.Poorman@yqfn.ca **Fax:** 306-322-2304

Posted on July 21, 2026.