



## Job Posting

**Position:** N'Kwala School Cook

**Term:** 20 hours a week in school plus 8 hours a week for grocery shopping (total 28 hours per week)

**Start date:** As soon as Possible.

**Wage:** Commensurate with experience, as per salary range for Grade 3 level in UNB Personnel Policy (\$25/hour).

**Reports to:** Principal, N'Kwala School

**Scope:** The Cook is responsible for the daily operation of the kitchen and for ensuring the food and supplies are ordered, produced, and served in the correct amount. The Cook promotes healthy and nutritious eating for the students, ensuring special dietary requirements (e.g. food allergies) are met. The Cook maintains a clean, safe work environment by following applicable Health Canada and provincial regulations and standards.

### Key Responsibilities:

- Assume responsibility for the planning, production and serving of quality, nutritious meals including snacks.
- Maintain high standards of food quality and appearance and utilize methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food prepared onsite.
- Be aware of and ensure appropriate snacks and meals are available for students with special dietary needs (E.g., allergies), Consult with the UNB Health team and/or dietician as appropriate.
- Provide the Principal with a monthly menu before the last school week of each month.
- Use records to forecast future needs and minimize waste. Control food supply inventory, including ordering, shopping/picking up fresh vegetables and other supplies, completing a physical inventory as required and ensuring appropriate stock control methods, including dating and rotating stock.
- Follow standards of safety in preparing, storing, and servicing food. Follows food preparation directions and Hazard Analysis Critical Control Point (HAACCP) Systems. Takes corrective actions as needed.
- Maintain a clean and sanitary workstation. Establish a schedule and follows standard procedures for cleaning equipment, utensils, and work area. Follow procedures for safe disposal of waste food. Follows procedures to maintain effective insect and rodent control.
- Maintain high standards of personal hygiene, including but not limited to following hand washing protocol maintaining standards of dress, hair restraint, protective clothing, and wearing of single use gloves when handling food.
- Maintain strict control of the approved budget.

### Qualifications/Experience/Knowledge/Skills/Abilities

- Completion of Grade 10 and food preparation experience/ training is required.
- FOOD SAFE Levels 1 and 2 certificate is required.
- 2 years' experience in a similar environment required.
- Culinary Arts training is an asset.
- Current First Aide Certificate is required.
- Knowledge of Syilx history and culture is an asset, including traditional cooking.

This position is in direct contact with children, a clean criminal record check with vulnerable sector screening must be completed prior to hire.

Open until closed. Send cover letter and resume via hand delivery, mail, e-mail to:

**Human Resources,**

Upper Nicola Band – General Delivery, Douglas Lake, BC, V0E 1S0

[hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. However, only those short-listed for an interview will be contacted.**