



Employment Opportunity Woodland Cree First Nation



Department: Education

Location: Cadotte Lake School

Position: Kitchen Assistant

Number of Positions: 3

Full or Part-Time: Full-time, part-time

Application Deadline: July 26, 2024, or until suitable candidates are found.

In pursuit of our mission to develop and maintain a self-supporting community for our children, Woodland Cree First Nation (WCFN) is proud to begin administering and operating Cadotte Lake School for the 2024-2025 school year.

Cadotte Lake School is dedicated to providing nutritious and delicious meals to our students and staff. We believe that a healthy diet is essential for academic success and overall well-being. We are seeking dedicated and experienced Kitchen Assistants to join our team and ensure the smooth operation of our school kitchen.

Supervised by the Kitchen Coordinator, the Kitchen Assistant will play a crucial role in ensuring the smooth operation of our school kitchen. Responsibilities include cooking, cleaning, assisting with inventory and ordering, and delivering meals. Additionally, the Kitchen Assistant will help with special events on evenings and weekends. The ideal candidate will be organized, dependable, and passionate about food and nutrition.

Key Responsibilities

- Assist in the preparation and cooking of meals according to school menus and dietary guidelines.
- Clean and sanitize kitchen equipment, utensils, and work areas.
- Operate kitchen equipment including dishwasher, slicer, ovens, stove, grill, etc.
- Deliver meals to various locations within the school.
- Assist with the setup, service, and cleanup of special events, sometimes occurring on evenings and weekends.
- Follow all food safety and sanitation guidelines to ensure a clean and safe kitchen environment.
- Collaborate with kitchen staff and school administration to support kitchen operations.
- Help manage inventory and order supplies as needed.
- Assist in deep cleaning the kitchen including fridges, freezers, storage areas, etc.
- All other duties as assigned.

Required Qualifications:

- High school diploma or equivalent.
- Knowledge of food safety and sanitation practices.
- Ability to follow recipes and instructions accurately.
- Strong organizational and time management skills.
- Ability to work both independently and as part of a team.
- Excellent communication and interpersonal skills.
- Physical ability to perform kitchen tasks, including lifting heavy items (up to 50lbs) and standing for long periods.
- Flexibility to work evenings and weekends for special events as needed.
- Certification in food handling and safety required.

Preferred Experience and Qualities

- Culinary Arts diploma or related certification.
- Experience in food preparation and kitchen operations.
- Experience working in a school or institutional setting.
- Excellent communication and collaboration skills.
- Strong communication and interpersonal skills.
- Commitment to ongoing professional development and learning.
- Strong work ethic.
- Trustworthiness and integrity.
- Proven attendance record.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children.

Compensation and Benefits:

- Salary range is \$30,000-\$45,000 annually
- Tentative start date is August 26, 2024.
- On-site housing available (single/family)
- Generous holiday schedule
- Retention bonus
- Relocation assistance
- Professional learning allowances
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter and resume to hr@woodlandcree.net by the deadline noted above. Include the position you are applying for in the email subject.

It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.