



## Employment Opportunity Woodland Cree First Nation



Department: Education

Location: Cadotte Lake School

Position: Kitchen Coordinator

Number of Positions: 1

Full or Part-Time: Full-time

Application Deadline: July 26, 2024, or until a suitable candidate is 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 a dedicated and experienced Kitchen Coordinator to join our team and ensure the smooth operation of our school kitchen.

Supervised by the Education Operations Manager, the Kitchen Coordinator will be responsible for overseeing all aspects of kitchen operations, including ordering, inventory management, cooking, and supervising kitchen staff. The ideal candidate will have a passion for food and nutrition, excellent organizational skills, and experience in a kitchen management role.

### Key Responsibilities

- Oversee daily kitchen operations to ensure efficient and effective meal preparation and service.
- Plan and prepare nutritious and appealing menus.
- Order and maintain inventory of food, beverages, and kitchen supplies.
- Monitor and control food costs, portion sizes, and waste.
- Ensure food safety and sanitation standards are met and maintained.
- Train, supervise, and schedule kitchen staff.
- Develop and implement procedures for efficient kitchen operations and staff performance.
- Coordinate with school administration and staff to accommodate special dietary needs and events. Evening and weekend work will be required.
- Maintain accurate records of food purchases, inventory, and meal counts.
- Collaborate with suppliers and vendors to ensure timely delivery and quality of products.
- Address and resolve any kitchen-related issues or emergencies promptly.
- All other duties as assigned.

### Required Qualifications:

- High school diploma or equivalent.
- Experience in kitchen management or a similar role.
- Strong knowledge of food safety and sanitation regulations.
- Excellent cooking skills and knowledge of nutrition and menu planning.
- Proven ability to manage inventory, order supplies, and control costs.
- Strong organizational and multitasking abilities.
- Excellent leadership and supervisory skills.
- Ability to work effectively in a fast-paced environment.
- Strong communication and interpersonal skills.
- Proficiency in using kitchen equipment and technology.
- Certification in food handling and safety required.
- Ability to lift up to 50lbs.

### Preferred Experience and Qualities

- Culinary Arts diploma or related certification preferred.
- 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 leadership ability and attendance.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children.

### Compensation and Benefits:

- Salary range is \$50,000-\$70,000 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 [hiring@woodlandcree.net](mailto: hiring@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.