



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY HOT LUNCH PROGRAM

Position: Head Cook - 1

Salary: Based on Cook's Agreement wages as outlined - \$250 per day

This position is 5 days per week starting October 2019 – March 2020

Duties Include:

- Preparing the weekly menu supplied by the Education Department for the Hot Lunch Program;
- Keeping a weekly inventory of the food in pantry, fridge and freezer and forwarding to the Education Director;
- Ensuring that materials and supplies that are necessary for the delivery of meals, is given to supervisor for ordering.
- Ensure that all Food Safe practices are adhered to.
- Directing and supervising all cook's helpers, cleaners and delivery person working with you.
- Ensure that all food is accounted for and properly stored away.
- Ensure that all kitchen appliances are cleaned;
- Ensure that the kitchen is cleaned and everything is put away;
- Ensure the floor has been swept and mopped;
- Ensure all garbage has been removed and properly disposed of.

Education & Experience:

- Applicants **must have** valid Food Safe Level 1 Certificate
- First Aid Certificate would be an asset.

Closing Date: October 9, 2019 at 4:00 PM

Please submit resumes and supporting certificates to:

Malinda Bruce
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, Yukon Y0B 1N0
Phone: 1 (867) 966-3261 Ext. 256
Fax: 1 (867) 966-3800
Email: jobs@vgfn.net

VGG Human Resources Policy will apply.

Posted: October 2, 2019