



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-Cooks & Cook's Helpers Needed

Summary:

Reporting to the Education Director, the head cook and cooks helper will be responsible for planning, preparing and cooking healthy meals for the students at Chief Zzeh Gittlit School. A schedule will be rotated amongst workers.

Duties:

- Cook coordinates activities to workers engaged in preparing, cooking, and serving food in school cafeteria.
- Cook & cook helper plan menus to ensure that food is appetizing and nutritionally suitable for students.
- Cook estimates weekly needs and orders food, supplies and equipment.
- Cook supervises workers who prepare, cook, serve food, clean premises, and wash dishware.
- Cook keeps daily record of meals served and takes inventory of supplies and equipment.
- Cook and cooks helper trains new employees
- Performs other related duties as required

Qualifications:

- Must be reliable.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals.
- Ability to work independently and meet schedules.
- Food Safe Certification (asset)
- Criminal Record Check (Mandatory)

Closing Date: September 23, 2016 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit letter of interest that include job experience and a criminal records check (obtain from RCMP) to:

Brenda Frost
Human Resources Manager
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
(867) 966-3261 Ext. 256 or Fax: (867)966-3800
Email: hrd@vgfn.net

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