



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## FINANCE & HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
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## Employment Opportunity Meals on Wheels Program Head Cook - 1

### The Job:

Reporting to the Home & Community Care Coordinator, the head cook will be responsible for planning, preparing and cooking and serving healthy meals for the Elders once per week in their homes or a designated location; the cook will plan the menus to ensure that food is appetizing and nutritionally suitable for Elders; 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; and the cook trains new employees as needed.

A rotation schedule will be setup with the two hired cooks.

### The Candidate:

- Must be reliable.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals and team.
- Ability to work independently and meet schedules.
- Food Safe Certification

**Pay Rate:** Based on Cook's Agreement wages as outlined.

**Closing Date:** September 23, 2016

Please submit resumes that include job experience related to position to:

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

*While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.*

POSTED: September 9, 2016