



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 – 1 Cook and 1 Cooks helper

Summary:

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

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 train new employees
- Perform 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 relationship with individuals.
- Ability to work independently and meet schedules.
- Food Safe Certification (Asset)
- Criminal Record Check (Mandatory)

Closing Date: September 28, 2017 @ 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:

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

Posted: September 14, 2017