



Career Opportunity Head Cook (Full-time)

LSK - L'nu Sipuk Kina'Muokuom (House of Learning) School, Indian Brook, NS
Extended: **July 7, 2022**

General Description:

Under the direction of the LSK Principal, this position is responsible for overseeing the day-to-day operations of the school cafeteria and the supervision of kitchen staff. This includes ensuring safe, clean and sanitary facilities as well as safe food preparation and storage/disposal of food in accordance with accepted food handling practises, food safety regulations and childcare food guidelines. The Cook will also plan meals for the school breakfast and lunch programs.

If a fully qualified Head Cook is not identified through the recruitment process Sipeknekatik may consider hiring a Cook to be trained into the position.

Responsibilities:

- Provide staff supervision in the preparation and serving of meals.
- Plan food menus to include nutritional meals and snacks as per school policies and protocols.
- Promote healthy food choices.
- Accommodate for allergies as well as special dietary needs and nutritional requirements.
- Maintain accurate and complete records for menus and child allergies.
- Order food and supplies, such as kitchen equipment, and keep an updated inventory.
- Deal with suppliers, as per procurement guidelines, and verify the correct delivery of goods and services.
- Clean and maintain utensils necessary to prepare meals.
- Ensure the ongoing daily cleanliness and disinfecting of the kitchen and eating areas.
- Be responsible for the health and safety of the kitchen and staff that includes regular internal inspections as well as working with external inspectors.
- Inform Supervisor(s) of equipment and appliance repairs.
- Report all incidents and hazards that includes mitigating risks.
- Protect children from physical and emotional harm to promote a caring and safe environment.
- Other related duties as determined by the supervisor(s).



Qualifications:

- High school diploma or equivalent.
- Two (2) years related experience in preparing and serving food.
- Demonstrated leadership skills to train and supervise staff.
- Training at a community college or culinary school will be considered an asset.
- Demonstrated ability to work as a team and around children with various needs.
- Must be organized with basic computer skills and ability to maintain absolute confidentiality.
- An equivalent combination of education and experience will be considered.
- A Criminal Records Check, Child Abuse Registry a valid driver's license and access to a reliable vehicle are required.

Benefits

Salary: Based on qualifications and experience. This position comes with a competitive compensation package and a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter, records check and three work references to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***