

Na-Cho Nyäk Dun First Nation (FNNND)



<u>Position Title:</u>	Hot Lunch Cook
<u>Department:</u>	Education, Youth & Daycare
<u>Supervisor:</u>	Manager, Education
<u>Date:</u>	July 2022
<u>Status:</u>	Regular Full-time Indeterminate
<u>Classification:</u>	Level 5

A. Job Summary:

Reporting to the Education Manager, the Hot Lunch Cook will be responsible for the safe handling, preparation and delivery of nutritious and traditional hot meals and snacks to students at JV Clark School and children at Dunena Ko'Honete Ko Daycare for the duration of the school year. They will be expected to create monthly menus, grocery orders, and supervise a Hot Lunch Assistant.

B. Main Duties:

1. Prepare and deliver meals by:

- Creating menus that consider traditionally available foods, as well as food allergies
- Organizing and preparing grocery orders in a timely, efficient manner
- Maintaining an on-going inventory for the purpose of re-ordering
- Planning and preparing nutritional, and timely daily hot lunches and snacks for school and daycare children
- Maintain a safe and hygienic cooking environment that fulfills Public Health Act Regulations by ensuring sanitary clean up after preparation is complete to (i.e., safe food storage, washing and putting away dishes, cleaning appliances, etc.)

2. Work with others to provide cooking related support and enhanced meal preparation by:

- Help coordinate, the planning and delivery of meals for large educational events as they arise
- Liaison with Elders, Knowledge Holders, and community members to ensure local foods are used as much as possible
- Liaison with school administration, nutritionists, and YFNED, to enhance meal delivery
- Provides mentorship and supervision of Hot Lunch Assistant
- Work with JV Clark teachers and students to provide support with food related programs

3. Other duties may arise as needed.

C. Impact / Accountability:

The Hot lunch Cook requires minimum supervision and is relied upon as a technical expert in achieving the successful delivery of nutritional, timely meals. They will be responsible for the management and maintenance of a safe, hygienic cooking environment that meets Public Health Act Regulations.

D. Decision Making:

Goals, objectives, and long-term priorities for this position are established by the Education Manager. The position is expected to act independently on a routine basis, provide efficient and effective leadership to the

Hot Lunch Assistant and to deal with challenges, needs and issues as they arise. The position is responsible for the day-to-day supervision of the program.

E. Key Personal Contacts and Nature of Contacts:

<i>Who</i>	<i>Nature of Contact</i>
Elders	Traditional cultural rules apply.
NND Citizens	Exchange information with regarding menu
Manager, Education, Youth and Daycare	Will receive direction from and report to.
JV Clark Staff	Collaborate on food programming if requested, communicate menu and schedules, cross-reference possible allergies
YFNED – nutritional food	Organize order with and access training opportunities
Children	Deliver meals to

F. Positions to Supervise:

- Hot Lunch Assistant

G. Working Conditions:

The position is located at the JV Clark School kitchen, with occasional trips to Mayo Big Way. The Hot Lunch Cook is expected to function in a courteous and tactful manner and be able to handle several projects/events at the same time, which can be stressful. Concentration is often required when performing administrative functions, developing menus, scheduling, maintaining a safe, hygienic environment, maintaining inventory, and organizing grocery order, and organizing and facilitating events all while ensuring the daily delivery of nutritious, timely hot meals. There also may be a need to work overtime and weekends to meet program needs and occasional lifting and transporting of supplies.

H. Qualifications, Experience and Technical Skills:

1.) Education & Experience:

- Successful completion of Grade 12 (or equivalency)
- Successfully completion of Food Safe Certificate – Level 1
- Knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specifically NNDFN)

2.) Management and Administrative Skills:

- Ability to set goals, objectives, strategies, and work plans and implement them
- Leadership, supervisory, decisiveness, problem-solving, and team building skills
- Strong written and oral skills
- Time management, event planning, facilitations, and management skills

3.) Interpersonal Skills:

- Ability to work effectively in a team environment
- Ability to work independently with minimal supervision
- Ability to build and maintain good internal relationships with staff, NND Government employees, and children and their parents/guardians
- Mentoring skills and ability to motivate

- Ability to maintain a positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement
- Ability to work with children and be a positive role model while also being aware of social issues related to the community

I. Personal Suitability:

This position requires an individual who is organized and independent, who can set out a schedule and follow through. They must demonstrate reliability and confidence.

J. Conditions of Employment:

- Food Safe Certificate – Level 1
- Oath of Confidentiality and Code of Conduct
- Security Clearance
- First Aid and CPR Level C
- Valid Class 5 Driver's License and Driver's Abstract

K. Job Description Approval:

I have read and agree with this job description.