

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Meals on Wheels Cook
Department:	Wellness and Social Programs
Supervisor:	Manager, Social Programs
Date:	September 2023
Status:	Part-Time Term
Classification:	Level 5

Job Summary

Reporting to the Manager, Social Programs, the incumbent is responsible for planning, organizing and preparing the meals for the Meals on Wheels Program. The incumbent will be responsible for planning the menu, purchasing the food, sustaining inventory, preparing the meals, delivering the meals, and ensuring the facility is tidy (i.e., dish washing, cutlery, pots/ pans, cleaning up the kitchen) properly storing and refrigerating the food and ensuring that the food safe guidelines/ sanitization are being followed and adhered to.

Main Duties

- Plan the menu following the healthy food guide and providing diabetic friendly meals and traditional foods when available.
- Purchase the food and necessary supplies within the allocated budget.
- Keep inventory of the food, store and refrigerate properly in a safe and sanitized manner.
- Prepare and cook the meals following the food safe guidelines.
- Package the meals and deliver them to the Citizen clientele on the Meals on Wheels Program.
- Wash the dishware, cutlery, pots/pans, kitchen counters, stove, fridge and sweep/ mop floor area after use ensuring the cooking area is properly sanitized and clean.

Knowledge and Skills

- Must have Food Safe Certification and Standard First Aid/ CPR-C.
- Ability to operate kitchen appliances and equipment.
- Knowledge of and experience in cooking traditional foods is an asset.
- Knowledge of proper sanitation procedures and food safe guidelines.
- Good organizational and planning skills.
- Must ensure positive communication and must have good interpersonal skills.
- Ability to take initiative, work as a team member and meet deadlines.

Decision Making

The incumbent reports to the Manager, Social Programs and will plan and organize the preparation and delivery of the meals for the Meals on Wheels Program. The program is reoccurring in nature and any issues or concerns that may arise that may adversely impact citizens are to be reported to the supervisor.

Impact/ Accountability

This position is accountable for planning and organizing the preparation and delivery of meals for FNNND Citizens within an established policy and budget. The implementation and quality of service directly impacts the well-being and health of Citizens.

Working Conditions

There is a requirement for travel within the community and physical work in the kitchen (i.e., lifting, bending, may be exposed to hazardous situations and conditions that may produce cuts or minor burns, often exposed to hot and cold temperatures, such as when working near ovens or retrieving food from freezers).

Conditions of Employment

The incumbent requires tact, diplomacy and discretion while dealing with sensitive information and Citizen clientele. It is important the service is delivered consistently and reliable to meet the needs of the Citizens. All FNNND policies and associated signatory forms apply.

Qualifications Requirements:

- Food Safe Certification
- Standard First Aid/ CPR-C (*or willingness to obtain*)
- Class 5 Drivers License and Abstract
- Personal Means of reliable Transportation to deliver meals.
- Vulnerable Record Check
- Food Safe gloves and hair nets are to be worn at all times, proper footwear and dress code may apply.