



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-24-512-44**

**Position:** HOT LUNCH COOK ASSISTANT

**Department:** Education

**Location:** Government House, Mayo, Yukon

**Status:** Indeterminate Regular

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** February 13, 2024

**Closing Date:** February 28, 2024

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

The opportunity is to provide nutritious traditional hot meals and snacks to our JV Clark School students and Dunena Ko'Honete Ko Daycare children. Reporting to the Hot Lunch Cook, you will be responsible for the safe handling, preparation and delivery of nutritious and traditional hot meals and snacks.

### THE PERSON

We are looking for someone that is creative and enjoys the world of culinary arts! The person works well with others and independently, is reliable and organized. Someone who likes being around children and youth and takes health and safety precautions and protocols in food preparation and delivery seriously and interested in supporting food related programming.

### QUALIFICATIONS

You will have Grade 10 and/ or training experience in Culinary Skills and Nutrition Education with knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specific to FNNND an asset).

#### Special Working Conditions

Vulnerable Sector Check, Valid Class 5 Driver's License and Abstract, First Aid CPR, and Food Safe Certification Level 1.

**ANNUAL SALARY RANGE:** \$ 54, 997.00 - \$ 72, 254.00 Annually [\$ 28.11 - \$ 36.93 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses  
Human Resources Adviser  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hr@nndfn.com](mailto:hr@nndfn.com)

***Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.***

## **FIRST NATION OF NA CHO NYAK DUN (FNNND)**

**IDENTIFICATION:** Hot Lunch Cook (HLC) Assistant  
**DEPARTMENT:** Education  
**SUPERVISOR:** Hot Lunch Cook  
**DATE:** February 2024  
**STATUS:** Regular Indeterminate  
**CLASSIFICATION:** Level 4

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### **Job Summary**

Reporting to the Hot Lunch Cook, the HLC Assistant 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 for the youth at Dunena Ko'Honete Ko Daycare for the duration of the school year.

### **Main Responsibilities**

#### **1. Prepare and deliver meals by:**

- Assists in preparing daily nutritional and traditional hot lunches and snacks for school and daycare youth.
- Maintains a safe and hygienic cooking environment that complies with Public Health Act Regulations and ensuring sanitary clean up procedures after preparation is complete (i.e. safe food storage, washing and putting away dishes, cleaning appliances, etc.).
- Assist the supervisor in creating food menus that are nutritional and traditional, as well as cross referencing internal youth food allergy precautions at both facilities.
- Assist in organizing, storing and preparing grocery orders in a timely and efficient manner.
- Maintains on-going inventory for the purpose of re-ordering and replenishing supplies.

#### **2. Works with others to provide cooking related support and enhanced meal preparation by:**

- Assists to coordinate, the planning and delivery of meals for large educational events and activities as they arise.
- May liaise with Elders, knowledge keepers, and community farm/ harvesting members to ensure local organic foods are used as much as possible.
- May liaise with JV Clark/ Daycare staff and youth to provide support with food related programming.

#### **3. Other duties as required.**

## **Qualifications**

### **1. Education & Experience:**

- Grade 10 and/ or training and experience in Culinary Skills and Nutrition Education and Food Safety.
- Food Safe Certificate.
- Knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specific to FNNND an asset).

### **2. Interpersonal Skills:**

- Ability to work effectively as a team member.
- Ability to work independently.
- Ability to build and maintain good relationships with staff, FNNND Government employees, youth and parents/guardians.
- Ability to maintain positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement.
- Ability to work among youth and be a positive role model while also being aware of social issues related to the community.
- Ability to demonstrate confidentiality.

## **Decision Making**

The position is expected to provide support on a routine basis, providing program assistance to the supervisor and may resolve re-occurring tasks, needs and issues as they arise within the parameters of the position. The position is responsible for the assisting in the day-to-day duties of the program and decisions that may impact the program are designated or forwarded to the supervisor.

## **Impact/ Accountability**

The incumbent may require minimal supervision while achieving the successful delivery of nutritional and timely meals. The position is responsible for ensuring a safe, hygienic cooking environment that meets Public Health Act Regulations. The impact of unsanitary and improper procedures can cause severe public health and safety risk to the served individuals causing liability to the FNNND.

## **Key Personal Contacts and Nature of Contacts:**

<b>WHO</b>	<b>NATURE OF CONTACT</b>
Elders	Traditional cultural rules apply.
FNNND Citizens	May exchange information with regard to Menu and nutritional information.
Education Manager	May exchange information and receive direction in the absence of the supervisor.
Hot Lunch Cook	Will take direction and instruction.
JV Clark/ Daycare Staff	Collaborate on food programming if requested, communicate menu and schedules, cross-reference allergies of youth.

YFNED – Nutritional Foods	May exchange information with.
Youth	Deliver meals to.

**Positions Supervised**

Not applicable.

**Working Conditions**

The position is located at the school kitchen facility, with occasional trips to the local grocery store in the community. The incumbent is expected to function in a courteous and tactful manner and be able to handle multi-tasking in the kitchen in food preparation, which can be stressful. Concentration is often required when preparing meals, maintaining a safe, hygienic environment and organizing/ storing food grocery orders in preparing and delivering nutritious hot meals. The incumbent may be required to occasionally lift and transport goods and supplies up to 20 lbs.

**Conditions of Employment**

- Food Safe Certificate – Level 1
- First Aid and CPR
- Valid Class 5 Driver’s License and Driver’s Abstract
- Vulnerable Sector Check