



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-111-07

Position: FOOD SERVICES AND CATERING MANAGER

Department: Executive Director

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: April 17, 2024

Closing Date: May 1, 2024

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

THE OPPORTUNITY

Reporting to the Executive Director, the Manager, Food Services and Catering is an opportunity to manage all food and catering services provided by FNNND for various events, celebrations, and community services events. You will take a professional leadership role in culinary arts by supervising cook helpers, kitchen, and server assistants by offering a diverse variety of balanced nutritional foods. Food preparation may include complete three course meal menus for gatherings of groups or individual prepared meals, which may include preparation and presentation of vegetables, soups, sauces, meat, cold kitchen items, desserts, baking and pastry.

THE PERSON

Responsible for developing an annual operational plan and budget every fiscal year this person ensures prepared meals are from concept to preparation to delivery meeting occupational health and safety requirements and standards. You have experience supervising cook helpers, kitchen and server assistants in the preparation, cooking, handling of food and serving duties. You are confident in managing inventory on cooking food stock, kitchen equipment and supplies regularly in preparing catering services in relation to FNNND event coordination in terms of food services and presentation details. You are essential in communicating well to be able to liaise with Elders, knowledge keepers, and external community farm/ harvesting members to support and incorporate local organic foods in menu planning and purchasing and related programming curriculum as needed.

QUALIFICATIONS

You have a National Red Seal Standards for Cooks at Level 3. (*This requires 5000 hours of training.*) with a Food Safe Level 3 Certification. We desire a Completion of Professional Cook 3 Indigenous Content (PC3IC) with five years of experience running a restaurant and/or catering business. Prior experience as an 'in-house' or private Food Services and Catering Manager is considered an asset with at least two years of supervisory and mentoring experience. Having prior experience preparing traditional foods and credential in hospitality management is considered an asset with knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specific to FNNND).

ANNUAL SALARY RANGE: \$ 71, 248.00 - \$ 94, 072.00 Annually [\$ 36.41 - \$ 48.08 /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

Please note: In order for your application to be considered you must be a permanent 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)

POSITION TITLE: Food Services and Catering Manager
DEPARTMENT: Executive
SUPERVISOR: Executive Director
DATE: April 2024
STATUS: Regular Indeterminate
CLASSIFICATION: Level 7

Job Summary:

Reporting to the Executive Director, the Manager, Food Services and Catering is responsible for managing all food and catering services provided by FNNND for various events, celebrations, and community services events. The incumbent will work closely with the Events Coordinator in arranging catering services in relation to FNNND event coordination in terms of food services. This position takes a professional leadership role in culinary arts by supervising cook helpers, kitchen, and server assistants by offering a diverse variety of balanced nutritional foods. Food preparation may include complete three course meal menus for gatherings of groups or individual prepared meals, which may include preparation and presentation of vegetables, soups, sauces, meat, cold kitchen items, desserts, baking and pastry.

Main Duties:

- Responsible for developing annual operational plan and budget every fiscal year.
- Responsible for budgeting, planning, and coordinating recipes and menus (i.e. considering dietary needs and allergens) to prepare and serve for quality and quantity.
- Ensures prepared meals are from concept to preparation to delivery meeting occupational health and safety requirements and standards.
- Responsible for supervising cook helpers, kitchen and server assistants in the preparation, cooking, handling of food and serving duties. Will be required to fulfill personnel management duties (i.e. onboarding and disciplinary procedures for the HR Manual).
- Responsible for managing inventory on cooking food stock, kitchen equipment and supplies regularly and replenishes by purchase order as required in a timely effective manner within budget.
- Maintains a safe and hygienic cooking environment that complies with Public Health Act Regulations and ensuring sanitary clean up procedures after preparation is complete daily (i.e. safe food storage, washing and putting away dishes, cleaning appliances, etc.).
- Responsible for organizing and storing food safely and properly.

- Works with Events Coordinator in preparing catering services in relation to FNNND event coordination in terms of food services and presentation details (i.e. décor, themes, configurations, etc.).
- Ensures that all kitchen equipment is in acceptable working order to function.
- Ensures that all cooks and kitchen staff wear proper personal protective equipment in culinary and order uniforms.
- Ensures that waste is kept to a minimum.
- May liaise with Elders, knowledge keepers, and external community farm/ harvesting members to support and incorporate local organic foods in menu planning and purchasing.
- May liaise with nutritionists and professional service contractors to provide and coordinate support with food related programming curriculum as needed.
- Other duties as required.

Qualifications:

1. Education & Experience:

- National Red Seal Standards for Cooks at Level 3. (*This requires 5000 hours of training.*)
- Food Safe Level 3 Certification
- Completion of Professional Cook 3 Indigenous Content (PC3IC) would be an asset.
- Five years of experience running a restaurant and/or catering business.
- Prior experience as an ‘in-house’ or private Food Services and Catering Manager is considered an asset.
- At least two years of supervisory and mentoring experience.
- Prior experience preparing traditional foods is considered an asset.
- Credential in Hospitality Management is considered an asset.
- Knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specific to FNNND).

2. Knowledge, Skills and Abilities:

- Demonstrates communication skills to take on a leadership role in the kitchen and catering events.
- Active listening and monitoring.
- Coordination and time management.
- Menu planning, ordering and inventory.
- Cost management and ‘front-of-house’ procedures.
- Preparing stocks, soups, sauces, meals, baked goods, desserts and beverages.
- Demonstrated knowledge of kitchen management.
- Knowledge legislation related to health and safety respecting kitchens and related venues.

3. Supervisorial and Administrative Skills:

- Ability to implement operational plan goals, objectives and budget.
- Ability to exhibit supervisory, problem-solving, and team building skills.
- Good communication skills both oral and written.
- Effective time management, organizational, and personnel management skills.

4. Interpersonal Skills:

- Ability to demonstrate confidentiality at all times.
- Ability to work independently and as a team member.
- Ability to build and maintain good relationships with the Public, Citizens, Elders, Youth, and FNNND Government employees.
- Ability to maintain positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement.
- Ability to be a positive role model while also being aware and demonstrate sensitivities of social issues related to the community and/ or environment of individual circumstances.

Office Equipment Skills:

- Computer skills (i.e. Microsoft Office – Excel, Word, Outlook, PowerPoint).
- Phone, fax, copier.

Impact/ Accountability:

The incumbent requires minimal supervision in implementing food and catering services and is responsible for ensuring safe, hygienic cooking environments and practices that meet Public Health Act Regulations and Standards. The impact of unsanitary and improper procedures can cause severe public health and safety risk to the served individuals.

Decision Making:

The incumbent will develop operational plan goals, objectives, and budget priorities for this position in collaboration with the supervisor. The incumbent is responsible for implementing the service deliverables in an effective and efficient manner with the support of subordinate positions. Decisions are day-to-day culinary tasks that are re-occurring in nature. Decisions of an ultimate level are to be escalated to the supervisor.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply.
FNNND Citizens	May exchange information with regard to Menu and nutritional information.
Executive Director	Will receive direction from and report to.
Cook Helpers, Kitchen, and Server Assistants	Will provide support and direction to.
Staff	May exchange information with regard

	to program, procedures (i.e. Food Allergen List) and regulations.
--	---

Positions to Supervise:

- Casual Cook Helpers
- Casual Kitchen and Server Assistants
- Summer Student(s)

Working Conditions:

- Environmental: Service delivery may occur between different kitchen facilities. The incumbent should be comfortable in transporting (if applicable) meals and occasional trips to the local food vendors within the community. Must be available to work outside of normal business hours respecting catering for special events.
- Physical: Physical strength and stamina to perform cooking tasks, such as lifting heavy materials (up to 20 lbs), standing for extended periods, and working in various kitchen environments.
- Personal Protective Equipment in culinary includes gloves, aprons, hairnets, safety footwear, eye protection, and masks. These items safeguard from potential hazards and maintain hygiene standards.
- Emotional: Sensitive encounters may occur and require interpersonal skills when engaging with youth, citizens, and staff who may demonstrate irritability.

Conditions of Employment:

- A pre-employment medical checkup is required.
- First Aid and CPR
- Valid Class 5 Driver’s License and Driver’s Abstract
- Criminal Record Check