

## First Nation of Na-Cho Nyak Dun (FNNND)

**POSITION TITLE:** Sous Chef  
**DEPARTMENT:** Executive  
**SUPERVISOR:** Food Services and Catering Manager  
**DATE:** May 2024  
**STATUS:** Regular Indeterminate  
**CLASSIFICATION:** Level 6

---

### **Job Summary:**

Reporting to the Manager, Food Services and Catering, the incumbent is responsible for contributing to the planning of the menu and food preparations for FNNND following the specifications and guidelines as directed by the supervisor. The incumbent will work closely with the Manager of the program in arranging catering services in relation to FNNND event coordination in terms of food services and culinary professionalism in ensuring necessary food ingredients or tools are ready for use and assisting with effective and efficient food service operations.

### **Main Duties:**

- Responsible for assisting in preparing recipes and menus (i.e. considering dietary needs and allergens) to prepare and serve for quality and quantity as directed.
- May work with a team of casual cook helpers, kitchen and server assistants in the preparation, cooking, handling of food and serving duties.
- Maintains a positive and professional approach with coworkers and the public.
- May resolve catering issues that arise and seize control of problematic situations.
- Responsible for reporting inventory on cooking food stock, kitchen equipment and supplies regularly.
- 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 supervisor in preparing catering services in relation to FNNND event coordination in terms of food services.
- Ensures that all kitchen equipment is in acceptable working order to function.
- Wear proper personal protective equipment in culinary and uniform.
- Ensures that waste is kept to a minimum.
- May be mentored and trained under the Manager and fulfill temporary duties within the scope of a succession training plan.
- Other duties as required.

**Qualifications:**

**1. Education & Experience:**

- Attain or willing to attain a National Red Seal Standards for Cooks at Level 3.
- Food Safe Level 3 Certification or willing to attain.
- Two to three years of experience in kitchen or catering experience in food services.
- Experience preparing traditional foods 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 good communication skills in kitchen and catering events.
- Effective collaboration and time management.
- Menu planning, ordering and inventory.
- 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. 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.

**Impact/ Accountability:**

The incumbent under supervision implements food and catering services and is responsible for ensuring safe, hygienic cooking environments and practices that meet Public Health Act Regulations and Standards.

**Decision Making:**

The incumbent is responsible for implementing the service deliverables in an effective and efficient manner with the support of the supervisor. Decisions are day-to-day culinary tasks that are re-occurring in nature as directed by 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.
Food Services and Catering Manager	Will receive direction from and report to.
Cook Helpers, Kitchen, and Server Assistants	Will provide support and assistance to.
Staff	May exchange information with regard to program, procedures (i.e. Food Allergen List) and regulations.

**Positions to Supervise:**

Not applicable.

**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