



JOB DESCRIPTION

POSITION TITLE	Hot Lunch Cook	STATUS	Full-Time, Indeterminate
DEPARTMENT	Department of Education	LEVEL	6
SUPERVISOR	Manager of Education	REVISED	September 16, 2026

Context Statement

As an order of government in Canada, FNNND has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Education Manager, the Hot Lunch Cook is responsible for coordinating and preparing a meal program in safe handling, preparation and delivery of nutritious and traditional meals and snacks for youth at the facilities of: JV Clark School, the Dunena Ko'Honete Ko Daycare and Youth Centre. The meal program includes providing breakfast, snacks, and lunch at designated facilities. The incumbent is expected to create monthly menus, purchase, store food and supply orders, and supervise a Hot Lunch Cook Assistant.

Main Duties and Responsibilities

1. Prepare and deliver meals by:

- Develop nutritional balanced meal menus incorporating traditional cultural foods as available.
- Survey, document, and verify youth/ staff allergen record continuously in an effort of precaution.
- Prepares daily nutritional and traditional breakfast, snack(s) and lunch for youth at JVC School (August – June) and Dunena Ko'Honete Ko Daycare (annually).
- Prepares nutritional and traditional meals for youth and recreation and other related departmental program events as required.
- Prepares and maintains a food and supplies inventory list for new and reoccurring orders in a timely effective and efficient manner within budget.
- Ensures food and supplies are properly organized, inventoried, and stored.
- Supervises and supports a Hot Lunch Cook Assistant that will assist in preparing and delivering the duties of the program.
- 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.).

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

- Coordinates the planning and delivery of meals for education departmental events and activities as required within annual schedule.
- 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 facility staff, nutritionists, and YFNED to provide and coordinate support with food related programming curriculum as needed.
- Provides supervisory support and mentorship to a Hot Lunch Cook Assistant subordinate.

3. Other duties as required.

Education and Experience

- Grade 12 and/ or relevant training and experience in Culinary Arts and Nutritional certification.
- Food Safe Level 3 Certification (Food Safe Level 1 minimum must attain Level 3)
- Knowledge of Yukon First Nations government, histories, culture, traditions, demographics, goals, and aspirations (specific to FNNND).

Supervisory and Administrative Skills

- Ability to implement program goals, objectives, and work plan.
- 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.

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 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 and demonstrate sensitivities of social issues related to the community and/ or environment of individual circumstances.

Direction/Decision-Making

While the Manager of Education sets the overall goals, priorities and expectations for the position, the incumbent works independently day-to-day with minimal supervision and in accordance with FNNND legislation, finance and personnel policies, established procedures and best practices. The incumbent seeks direction from the supervisor when issues fall outside established procedures or require clarification.

Impact and Accountability

The incumbent requires minimal supervision in implementing the program 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.

Working Conditions

- Environmental: Program delivery occurs between three facilities (school, daycare and youth centre). The incumbent should be comfortable in transporting (if applicable) meals and occasional trips to the local food vendors within the community.
- 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.

Key Personal Contacts and Contact Nature

Contact	Nature
Manager of Education	Direct supervisor. Receives direction, information exchange, seeks clarification and refers unusual problems or issues as required, provides financial reports.
Hot Lunch Cook Assistant	Will provide support and direction to.
Education Staff	Teamwork, collaboration and mutual support, and information exchange.
Other FNNND Departments	Liaison, information exchange, assistance, enquiries, follow-ups, advice and instructions on financial policies, procedures and processes.
JV Clark/ Daycare/ Youth Centre Staff	May exchange information with regard to program, procedures (i.e. Food Allergen List) and regulations.
YFNED – Nutritional Foods	May exchange information with.
Youth	Prepare and deliver meals to.

Supervised Employees

- Hot Lunch Cook Assistant

Conditions of Employment

- Food Safe Level 3 (or willing to attain)
- First Aid and CPR
- Vulnerable Sector Record Check
- Class 5 Driver's License with clear Driver's Abstract

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Department Director

Director of Human Resources

Date

Date