



JOB DESCRIPTION

POSITION TITLE	Meals on Wheels Cook	STATUS	Full-Time, Indeterminate
DEPARTMENT	Department of Wellness and Social Programs	LEVEL	6
SUPERVISOR	Wellness Project Manager	REVISED	September 22, 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 Wellness Project Manager the Meals on Wheels Cook is responsible for coordinating and preparing a meal program in safe handling, preparation and delivery of nutritious and traditional meals for clients registered in the program. The meal program includes preparing and delivering meals to client residences. The incumbent is expected to create monthly menus, purchase, store food and supply orders, and supervise a Meals on Wheels 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 allergen record continuously in an effort of precaution.
- Prepares daily nutritional and traditional meals.
- Prepares nutritional and traditional meals for clients 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 Meals on Wheels 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 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 nutritionists to provide and coordinate support with food related programming curriculum as needed.
- Provides supervisorial support and mentorship to a Meals on Wheels 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, and Citizens.
- 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 supervisor 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 the Wellness Centre and client residences. 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 citizens, and staff who may demonstrate irritability.
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Key Personal Contacts and Contact Nature

Contact	Nature
Wellness Project Manager	Direct supervisor. Receives direction, information exchange, seeks clarification and refers unusual problems or issues as required, provides financial reports.

Meals on Wheels Cook Assistant Will provide support and direction to.

Wellness and Social Programs 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.

Clients May exchange information with regard to program, procedures (i.e. Food Allergen List) and regulations. Prepare and deliver meals to.

Nutritionist May exchange information with.

Supervised Employees

- Meals on Wheels 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