

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	St. Elias School Cook
<u>Department:</u>	Education
<u>Supervisor:</u>	Head Cook
<u>Date:</u>	February 7, 2020
<u>Wage Level:</u>	4
<u>Status:</u>	Fixed Term Full-time

A. **Job Summary:**

Reporting to the Nutritional Program Head Cook, the position is responsible for the St. Elias Community School food service program, and is required to provide age-appropriate nutritious meals and snacks using traditional and non-traditional foods prepared in accordance with Canada's Aboriginal Food Guide and special dietary needs. The position is an active team member within the Community, interacts appropriately and effectively with children and youth and maintains effective working relationships with parents/caregivers, colleagues and allied professionals. The incumbent will adhere to policies, regulations, and accepted best practices with the provision of food services.

This position is based out of Haines Junction in the St. Elias Community School.

B. **Main Duties:**

1. Overseeing all aspects of meals/snacks for the school/community;
 - plans and prepares daily meals/snacks
 - prepares grocery supply list
 - maintains an on-going record of supplies for purposes of re-ordering
 - purchases food items required to prepare meals
 - ensures allergy listings and special dietary requirements are adhered to
 - assists in the delivery and clean-up of meals/snacks
 - provides other meals for special events
2. Health and Hygiene;
 - cleans equipment and work areas as per Public Health Act regulations (this includes washing dishes and pots, cleaning fridge, stove and other kitchen equipment on an as needed and scheduled basis)
 - wraps, labels and dates all stored items, ensuring both cooked and uncooked foods are properly stored
 - maintains a safe kitchen environment in accordance with occupational health and safety standards, fire regulations and other applicable standards
 - maintains an up-to-date knowledge of and monitors allergies and special dietary needs of clients, and consults with the Head Cook as needed
 - attends food safe courses to keep updated on food safety
3. Menu Planning;
 - prepares and submits monthly menu plans in accordance with established schedules
 - plans and carries out purchases required for menu plans

- ensures meals/snacks are prepared in accordance with Canada's Aboriginal Food Guide
- develops and maintains a rating system for meals provided that includes the input of children, staff and nutritional expertise
- consults with nutritionists and Elders periodically and as required

4. Reporting;

- provides routine monthly reports to the Head Cook
- Meet with the Head Cook on a monthly basis for meal planning
- reporting immediately any critical concerns that may arise
- liaises with the Education Director and Community Wellness staff as required

5. Adherence to regulations, policies, and procedures;

- adheres to the regulations, policies and procedures governing CAFN, and the operation of food services, and follows any amendments that may come into force from time to time
- adheres to all professional practices and protocols, policies and regulations regarding confidentiality, the management of personal records, and the release and protection of personal information
- participates in staff meetings or special planning groups as required
- adheres to established budget limits, purchasing procedures and financial controls

6. Personal and Professional Development:

- attends courses, workshops, trainings and consultations as required to maintain a standard of excellence in food services, interpersonal relations, teamwork, and positive role modeling to client children, families and the community at large

C. **Job Knowledge and Skills**

Education and Experience:

Knowledge of traditional food gathering, preservation and cooking techniques

Experience in food preparation and serving practices

Experience in cooking a variety of meals for groups

Knowledge of food safety for children and youth.

Experience in meal planning

Familiarity with applicable occupational health and safety standards

Dietary and allergy awareness re: food preparation.

Food Safe Certification

Management Skills:

Good time management and organizational skills

Ability to conduct monthly menu planning to meet client requirements

Specific Skills:

Able to prepare a wide variety of foods in an accurate and professional manner

Fully knowledgeable and competent in the safe and correct use of all kitchen equipment

Ability to balance nutritional menu creation with budgetary constraints

Ability to operate office equipment

On occasion be required to lift up to 50 lbs.

Ability to receive feedback and guidance from Elders and other community members

Strong organization and prioritizing skills

Interpersonal Skills:

Proven interpersonal skills in working with children and youth.

Proven ability to act as a positive role model for children and youth
Ability to work effectively as part of a team
Good communication skills both oral and written
Ability to be flexible and work with minimal supervision
Must have sound judgment, personal initiative, and be energetic, courteous and reliable

D. **Decision Making:**

The incumbent in conjunction with the Head Cook decide on short and long-term menu plans, options and budgets. Complex or budgetary decisions will be referred to the Head cook or Director of Education. This position is expected to relate to and work effectively with Community Wellness staff, children, and youth. Challenges encountered will be effectively resolved through reference to established standards and procedures. The incumbent is responsible for the day-to-day implementation of meals and snacks, ordering and purchasing food and supplies. The position meets regularly with the Head Cook with respect to meal program and operational issues or plans.

E. **Impact/Accountability:**

The position is responsible for effectively managing the operation of kitchen facilities in the Community hall. The position is responsible for recommending the purchase of adequate and appropriate food and kitchen supplies to meet the needs of the Community hall.

The position has a direct impact on the success of the Community Nutrition Program in St. Elias Community School on an ongoing basis. Poor planning or decision-making and the failure to comply with policies, regulations and accepted practices could result in harm to children, in health and safety concerns and ultimately, in the loss of reputation of the Community. The safe and healthy preparation of food is essential.

The position is strictly accountable as a positive role model for young children at a vulnerable and impressionable stage in their development. Interaction with children and youth in the course of carrying out the duties of this position impacts the future well-being of the children and the community.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position will be working in an environment regularly subjected to extreme heat, cold and steam. There is a potential for serious burns and other related injuries as well as exposure to strong fumes from cleaning agents (caustic sprays, bleach, etc.). The position is expected to be on their feet for most of the workday and must be physically capable of lifting up to 50 lbs. Mental fatigue and stress may be encountered in meeting the needs of parents, caregivers and children and those with special needs. Often working in a normal kitchen facility but may be outdoors as required.

H. **Conditions of Employment**

- A valid Yukon Class 5 driver's license.
- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- Willingness to work evenings and/or weekends, as required
- Flexibility in hours worked as directed
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel

- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Senior Director of Citizen Services

Date

Director of Education

Date

Employee

Date