



Gitsegukla Elementary School

305 Park Drive
Gitsegukla, British Columbia, V0J 2J3
Phone: 250-849-5739 Fax: 250-849-5276

Job Posting – Cook (Part-time 4 hrs/day) Closing Date for Applications: Friday, December 14, 2019

Gitsegukla Elementary School is a K4 to Grade 7 Class II Independent School that serves approximately 55 students and 18 staff members. The school provides a breakfast and lunch program.

The part-time cook will be required to assist the school cook to order, prepare and serve breakfast and lunch to students during the school year. On occasions, the part-time cook will be required to prepare food for special school and community events. The cook will be part of a supportive and collaborative staff and is expected to participate in all school events.

Duties:

- Prepare all aspects of food production for the school according to the Canada Food Guide;
- Order and prepare food items for students and others using a quality predetermined method in a timely and consistent manner with the minimum of wastage possible;
- Regular and early attendance to meet student needs and school schedule;
- Cook may be required to work outside of school hours to serve and attend various school and community functions;
- Attend all meetings, training sessions, and meetings required;
- Maintain kitchen area to meet all Health Canada Regulations and guidelines;
- Ensure all equipment are in working order and cleaned.
- Report any equipment in need of repair;

Job Requirements:

- Must possess strong culinary skills to be able to function under own initiative;
- Knowledge of Breakfast, Lunch, Dinner products and service;
- Ability to read recipes and follow their instructions;
- Must have excellent oral and written communication skills;
- Must be able to cost food items and meet monthly budgets;
- Prepare Monthly Menu;
- Must undergo a Criminal Records Review
- Must maintain a clean kitchen and work environment to meet Health Canada regulations

Qualifications:

- Must be FOODSAFE Level 1 certified and provide documentation;
- Completion of a recognized culinary program, proof certification required;
- Cooks are recommended to have a minimum of (2) years' experience in comparable size school or restaurants;
- High school diploma or equivalent education is preferred;
- Ability to obtain and/or maintain any provincial and federal licenses, certificates or permits;
- All employees must maintain a neat, clean, and well-groomed appearance as indicated in Gitsegukla Human Resources Policy.
- Must be able to lift/carry up to 25kg.
- Must be familiar with Canada Food Guide and its implementation
- Salary is dependent on education and experience

Applicants may be asked to prepare a meal to showcase their ability and must participate in an interview. Please forward all applications to Terry Espejo, Principal: principal@gitsegukla.net or submit application to Gitsegukla Elementary School Receptionist: Aggie Howard