



IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Head Cook	
Position Number	Community	Division/Region
92-17830	Tsiigehtchic	Beaufort Delta

PURPOSE OF THE POSITION

The Head Cook is responsible for ensuring all dietary requirements of students at Chief Paul Niditchie School are met in a safe, timely, efficient and effective manner.

SCOPE

Located in Tsiigehtchic the Head Cook reports to the Principal, and provides food services for approximately 44 students at Chief Paul Niditchie School. The Head Cook is responsible for ensuring that the school food services meet territorial, and regional standards, and typically include breakfast, lunch, and snack programs.

Purchasing, preparing, and serving nutritious foods will help to ensure the health and wellness of the students and contribute to the successful learning experience.

The Head Cook is responsible for planning, preparing and serving nutritious and well balanced meals while addressing the special dietary needs of the students that meet the standards set in Canada's Food Guides, and the GNWT Healthy Food for Learning (Anti-Poverty Strategy) Action Plan. This includes cooking, cleaning, being receptive to the needs of the school and serving meals. When available, traditional foods will be included on the menu.

In consultation with the Principal, the Head Cook plans the daily menus, and is responsible for ensuring that the meals served to students, staff, and visitors meet high nutritional standards and where necessary special dietary requirements. The Head Cook is also responsible for food purchases and inventory control, to ensure economical use of the food purchasing budget.

Staff members are expected to work co-operatively. Successful management of the kitchen and the daily menus will ensure that students and others receive satisfying, nutritious meals. Failure to ensure that food service meets acceptable standards will have negative impacts on the health of the students and may result in criticism from residents, family members and the public.

The Head Cook works regular day shifts; work schedules will be regularly reviewed and may be changed as needed to meet operational requirements.

RESPONSIBILITIES

1. Complete food preparation duties.

- Consult with the Principal to set weekly menus that meet nutritional and dietary requirements.
- Consult the weekly menu and prepare cooking and preparation schedules to meet the established serving times.
- Organize the work area to prepare meals in an efficient and sanitary manner.
- Use standard cooking methods and safe cleaning practices as outlined in the Food Service Policy and Procedures Manual.
- Prepare special menu items when required.
- Assist in menu planning by suggesting new recipes and techniques.
- Prepare menu items for special occasions.

2. Prepare nutritious meals and snacks and provide meal services according to school plans.

- Organize supplies needed for meal service.
- Serve menu and special menu items, including traditional foods when available, in portion-controlled amounts.
- Collect and clear dishes, and clean the dining area (e.g. tables, chairs) after meal or snack service.
- Occasionally offer coffee/tea services for meetings at the school.
- Clean dishes properly using the dishwasher/sanitizer.
- Return all service items including dishes, utensils and equipment to their proper locations.
- Follow the 'Healthy Foods for Learning' policy.

3. Ensure food safety and sanitation standards are maintained.

- Handle and store food according to the standards set in the Food Service Policy and Procedures Manual.
- Ensure refrigerators and freezers operate at the proper temperatures.
- Clean and sanitize the work area and equipment using the proper chemicals and techniques.
- Establish and follow daily, weekly and monthly cleaning schedule.
- Comply with the personal hygiene sections of the Food Services Policy.
- Clean and maintain all kitchen equipment properly and notify the Principal of the need for repairs or replacement.

4. Maintain inventory and waste control measures.

- Inspect refrigerators, freezers, and storage areas daily to ensure adequate stock.
- Place food orders with the Principal's approval.
- Check food orders into stock, verify the quality and condition of the food being delivered, refuse delivery of all sub- standard food items, and notify the Principal.
- Follow proper food rotation and disposal techniques as outlined in the Food Service Policy and Procedures Manuals.
- Coordinate in recycling programs.

5. Perform other related duties as assigned by the Principal.

WORKING CONDITIONS

Physical Demands

Work activities include working in an often hot kitchen for most of every shift, standing and walking for extended periods during the shift, and bending forward and in various directions to provide food service and perform cleanup duties. Incumbent will be required to lift and carry loads of up to 25kg, regularly engage in physical exertion, and complete repetitive tasks.

Environmental Conditions

Work activities take place in an industrial kitchen with various hazard risks including cuts, burns, and exposure to cleaning chemicals and detergents, and higher than normal room temperatures. All tasks are performed in accordance with Workplace Hazardous Materials Information System (WHMIS) guidelines and safety practices.

Sensory Demands

The incumbent will be required to use the combined senses of touch, sight, and smell while preparing meal items.

Mental Demands

Work activities involve providing nutritious meals and snacks on schedule every shift and for special occasions, including students with dietary requirements and students with complex needs. In all situations, the Cook will be required to maintain a positive attitude when responding to challenging situations. Patience, tact, and sound judgement are required, as well as the ability to use non-violent crisis intervention techniques at all times with due regard for local culture and traditions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of nutritional and dietary requirements and menu planning, particularly for students and those with special dietary requirements.
- Ability to prepare, cook, and serve meals and snacks in an institutional setting.
- Organizational skills and the ability to prioritize tasks.
- Ability to ensure cooking / housekeeping standards and hygiene requirements.

- Skills relating to purchasing, scheduling, and inventory control.
- Communication skills to interact clearly and respectfully with students, school staff, and supervisor.
- Ability to read and comprehend information.
- Ability to actively participate in the health and safety of themselves and others, and act accordingly to correct obvious workplace health and safety concerns.
- Ability to operate:
 - Dishwasher and clothing washer and dryer
 - Stoves, ovens, mixer, knives, deep fryer, meat slicer, and other kitchen equipment
 - Computer skills for word processing and email
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A commercial cooking program and one (1) year of experience working in a school, camp, daycare, elders' care home, health centre, institutional kitchen, or similar setting.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- CPR and Basic First Aid training
- Food Safety Training (Food Handling certification)

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Gwich'in

- ☐ Required
- ☒ Preferred