



Tłchq Community Services Agency
Dy Nāke Lani Nāts'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tłchq Community Services Agency	Cook	
Position Number	Community	Division/Region
94-17598	Behchokò (Rae)	Education / Tłchq

PURPOSE OF THE POSITION

The Cook is responsible to provide food services to students in school in accordance with policy and procedures to ensure safe, efficient, and timely service of nutritious food.

SCOPE

Located in Behchokò (Rae), the Cook provides food services for approximately 200 students at Elizabeth Mackenzie School.

The Cook is responsible for ensuring that the school food services meet Territorial, and regional standards, and typically include breakfast, and snack programs. Reporting to the Vice Principal, the Cook plans, purchases, prepares and serves nutritious meals while addressing the special needs of the students, visitors and staff that meet the standards set in the Tłchq Community Services Agency (TCSA) Healthy Foods for Learning Policy, Canada's Food Guide, and the Government of the Northwest Territories (GNTW) NWT Healthy Food for Learning (Anti-Poverty Strategy) Action Plan.

The Cook will be in charge of the kitchen, and is responsible for daily meal preparation and maintaining kitchen hygienic standards. The incumbent assists the Vice Principal with food purchasing, inventory control, and recycling.

School team members are expected to work co-operatively, and 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 Cook works early day shifts; work schedules will be reviewed regularly and may be changed as needed to meet operational requirements.

RESPONSIBILITIES

1. Complete food preparation duties.

- Prepare a weekly or monthly menu in consultation with the Vice Principal.
- Prepare cooking and preparation schedules to meet established serving times.
- Organize the work area to prepare meals in an efficient and sanitary manner.
- Use standard cooking methods and safe cleaning practices in accordance with Food Safety Training.
- Order food in accordance with the planned menu approved by the Vice Principal.
- Prepare special menu items for students with dietary requirements.
- Prepare menu items for special occasions and camps.

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.
- Serve students food, including transporting food to serving areas.
- 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 'TCSA Healthy Foods for Learning' and 'Traditional Food in School' policy.

3. Ensure food safety and sanitation standards are maintained.

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

4. Assist the Vice Principal to maintain inventory and waste control measures.

- Inspect refrigerators, freezers, and storage areas daily to ensure adequate stock and ordering accordingly.

- Verify the quality and condition of the food being delivered, refusing delivery of all sub-standard food items.
- Follow proper food rotation and disposal techniques as outlined in the Food Service Policy and Procedures Manuals.
- Participate in recycling programs.

5. Perform other related duties as required.

- Plan for continued food delivery during absences/leaves.
- Participate in school culture and language programs, and Occupational Health and Safety (OHS) teams.
- Supervise students during recess and break times.

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

Incumbent will work with kitchen equipment that can cause cuts and burns, and with cleaning chemicals and detergents while following 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 Tłchq 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 in a team based setting.
- Ability to ensure cooking / housekeeping standards and hygiene requirements.
- Skills relating to purchasing, scheduling, and inventory control.

- Interpersonal and listening skills and the ability to work as part of a team.
- Ability to read and comprehend information.
- 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
- Confidentiality, tact, discretion, and the ability to communicate effectively.
- 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:

Three (3) years of experience in a commercial cooking setting with completion of grade 10 (English and Mathematics).

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: Tłıchǫ

- ☐ Required
- ☒ Preferred