

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

Pelican Falls Wellness Centre and Pelican Falls First Nations High School

CAFETERIA LEAD

Pelican Falls Wellness Centre (PFWC) and Pelican Falls First Nations High School (PFFNHS) in Sioux Lookout require one Cafeteria Lead to prepare two snacks and one lunch daily for students attending PFFNHS. This position will have a modified work schedule through the school calendar, salary will be prorated over the full year (26 pay periods).

Responsibilities:

1. Operate, maintain and clean equipment, machinery and appliances (i.e. chopper, grinder, blender, slicer, mixer, oven, stove, steamer, freezer, food warmer steam table).
2. Inventory supplies for cooking: check and order food and supplies.
3. Prepare reports regarding products cooked.
4. Participate in staff development activities.
5. Organize and plan materials for the daily menu.
6. Place orders for the daily menu once approved.
7. Prepare all types of foods, such as vegetables, meats, soups, salads, sandwiches and desserts; cook and season food according to recipes; mix ingredients and add condiments according to standardized recipes, personal judgment or as directed; test cooked food to determine if properly cooked and seasoned; prepare hot and cold beverages; portion products for service.
8. Analyze ways to improve daily operations.
9. Serve menu items on time.
10. Use of health, sanitary and safety procedures during both preparation and clean up.
11. Use effective, positive, interpersonal communication skills.
12. Perform other incidental tasks consistent with goals and objectives of this position.
13. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
14. Other duties as ASSIGNED.

Qualifications:

1. Grade 12 diploma
2. Ontario Safe Food Handlers Certificate
3. School cafeteria experience preferred
4. Valid Class "G" Drivers License

Knowledge, Skills and Abilities:

- Good knowledge of methods, materials and equipment used in cooking a variety of foods on a large scale along with food values and nutrition. Considerable knowledge of health, sanitary and safety procedures involved in the work. Ability to understand and carry out oral and written communications. Skilled in the preparation and cooking of various foods on a large quantity basis. Ability to document and maintain records.

Salary: Salary Level to commensurate with education and experience

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions are open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnecon.ca