



Bigstone Cree Nation Education Authority Employment Opportunity

Cook Assistants

Bigstone Cree Nation Education Authority is seeking **4** responsible, team oriented and self motivated cook assistants to work collaboratively with the Manager of Special Programs and Head Cook to establish a plan to ensure healthy well balanced meals for the students at the school. They must be familiar with meal planning, all food service equipment and must have a warm personality with a sincere desire to work with children and school staff.

Responsibilities:

- To ensure meal planning and monthly menus for the school
- To ensure that all meals are served in an efficient and pleasant manner with few leftovers
- Team player with the other cooks and all the staff at the school
- To ensure high standard of services are provided for the students and staff
- To ensure food and kitchen is clean and meets all health and safety expectations for the environment and food handling.
- Demonstrate good personal hygiene at all times
- Work cooperatively as a member of a school team
- Make a positive contribution to the school's functions and activities
- All other duties as assigned

Qualifications:

- Clear Criminal record check with Vulnerable sector and clear Child Intervention Check
- Must have a food handling certificate
- Working in fast paced environment
- Ability to stand for extended periods
- Attention to detail
- Demonstrate ethical behavior
- Demonstrate responsible behavior towards attendance and work schedule

Closing Date: Friday, July 12, 2024

Salary: Based on a salary grid that is progressive and based on years of experience.

Please submit cover letter, resume, supporting documents and references in confidence to:

Human Resources

<https://www.bigstoneeducation.ca/careers> (PREFERRED) OR

Email: human.resources@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

*Thank you in advance to all who submitted an application,
only those selected for an interview will be contacted.*