

## **NORTHERN NISHNAWBE EDUCATION COUNCIL**



### **EMPLOYMENT OPPORTUNITY**

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

#### **CULINARY ARTS PROGRAM ASSISTANT Dennis Franklin Cromarty (DFC) High School Thunder Bay**

The Culinary Arts Program Assistant will be responsible to assist the teacher with daily preparation and student support in the classroom. The Culinary Arts Program Assistant will play a key role in supporting the program through food preparation, ensuring ingredients are prepared and that kitchen hygiene standards are followed. This position will report to the DFC Principal or designate. This position will follow the school calendar and will have a modified pay schedule over 26 pay periods.

#### **RESPONSIBILITIES:**

1. Operate, maintain and clean equipment and appliances (i.e. chopper, grinder, blender, slicer, mixer, oven, stove, etc.)
2. Inventory supplies for cooking: check and order food and supplies if and when necessary
3. Organize and plan materials for the daily menu.
4. Use of health, sanitary and safety procedures during both preparation and clean up.
5. Use effective, positive, interpersonal communication skills.
6. Perform other incidental tasks consistent with goals and objectives of this position.
7. 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.
8. Participate in staff development activities.
9. Other duties as assigned.

#### **QUALIFICATIONS:**

1. Minimum of Grade 12 diploma
2. Ontario Safe Food Handlers Certificate
3. Kitchen, cafeteria or restaurant experience preferred
4. Good knowledge of materials and equipment used in cooking a variety of foods
5. Knowledge of health and sanitary procedures in the kitchen area
6. Ability to understand and carry out oral and written communication
7. Must be organized and possess excellent communication skills
8. Experience working with First Nations students along with an understanding of First Nation cultures, traditions and values.
9. Fluency in a local First Nations dialect along with the ability to read and/or write a First Nations Language is an asset.

**Salary:** \$54,600 to \$67,151

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

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. This advertisement is to fill a current vacancy and will remain 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@nec.on.ca](mailto:humanresources@nec.on.ca)