



Employment Opportunity Assistant Cook

Reference No. TWT-ELDK-AC-0422

PURPOSE: Reporting to the Elder's Kitchen Manager, the Assistant Cook will be responsible for assisting with ordering and preparing food and providing support for hot lunches and/or traditional foods for the Ts'ewulhtun Health Centre Elders Program and other Health Center related programs on an as needed basis. This is a full time, 35 hour per week permanent unionized position that works primarily on site, with some local travel required.

RESPONSIBILITIES:

- Assist and carry out food preparation as per Food Safe guidelines
- Maintain a high standard of cleanliness in the kitchen, keeping tidy and well organized as per accreditation, Food Safe and HACCP standards
- Assist in planning and preparing a variety of traditional and balanced meals that accommodate the various program needs; including special dietary needs
- Assist in ordering food and supplies through distributors
- Assist in menu planning and in the monitoring of food stores
- Set up of tables/chairs etc. for special events
- Other related duties as required

EDUCATION AND EXPERIENCE: *(Please attach all required documents)*

- Certification through a recognized vocational institute or school as a cook
- Ability and willingness to undergo formal culinary arts training is an asset
- 2 years' experience cooking in an institutional setting providing meals on a rotating menu basis
- Valid Food Safe and WHMIS certification
- Valid CPR and First Aid Training
- Criminal Record Check (C.R.C) is required
- Valid BC Driver's license and reliable vehicle
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. Employees must show Proof of Vaccination as a mandatory condition of their employment.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Demonstrated ability to work in a team environment
- Demonstrated ability to provide lunches to varying sizes of groups of people
- Ability to operate kitchen related equipment
- Ability to stand for extended periods while preparing foods and cooking meals with the occasional requirement to lift heavy kitchen equipment
- Knowledge of safe food storage and handling practices, methods and techniques
- Knowledge of specialized diets and nutritional requirements
- Knowledge of local language, culture, customs and traditional food preparation
- Regular exposure to heat, humidity, steam and food fumes

Interested applicants are invited to submit a resume and cover letter stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

**Please refer to Reference No. TWT-ELDK-AC-0422
when submitting cover letter, resume, and three references to:**

Cowichan Tribes Human Resources Department

EMAIL: resume@cowichantribes.com

WEBSITE: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Wednesday April 20, 2022