



# BIIGTIGONG NISHNAABEG INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

**Job title:** Cook  
**Department:** Education  
**Employment status:** FT Perm  
**Posting Date:** November 15, 2022  
**Closing Date:** **Until filled**

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## Job Summary:

Under the direction of the Manager of Children and Family Learning Centre, the Cook is responsible for ensuring all children have a full healthy menu including snacks and lunches on a daily basis.

## Preferable skills & Qualifications:

- Secondary School Diploma (or equivalent)
  - Food Service Worker Certificate would be an asset
- One (1) year experience cooking
- Valid Ontario Driver's license;
- Favorable Vulnerable Sector Reference Check (upon hire)
- Safe Food Handling Certification
- WHMIS
- Current First Aid / CPR

## Duties & Responsibilities:

- Write a two-week menu that is healthy
- Cook healthy lunches and snacks everyday
- Clean kitchen and set up dining area daily, lifting tables and chairs
- Cook for programs in the evenings if supper is provided, and during special occasions and events, such as Father's Day and Mother's Day, etc.
- Deliver presentations and workshops. i.e. cookie exchange, four food groups, baby food making, home food canning, healthy menu planning and budgeting
- Shop on regular basis for the Children and Family Learning Centre
- Carry out any other duties the supervisor deems necessary.

## How to apply:

Please forward a cover letter, resume, proof of qualifications and three professional references by email to [recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Joni Michano – Human Resources / Payroll Coordinator  
Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0

**It is the responsibility of each candidate to show how they meet qualifications; incomplete applications WILL NOT be considered & WILL automatically be screened out.**

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**OJIBWAYS OF THE PIC RIVER FIRST NATION – BIIGTIGONG NISHNAABEG**