Kee Tas Kee Now Tribal Council Education Authority

Assistant Cook

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12.

Position:	Assistant Cook	**Job ID #:**	CJS.2024.06
Employment Status:	Permanent, Full-time	**Closing Date:**	July 19, 2024
Location:	Clarence Jaycox School	**Annual Salary:**	$ 38,771.04

Job Description: Reporting to the School Principal, this position is accountable for supporting the preparation of breakfast and lunches as well as morning and afternoon snacks for students at the school.

Qualifications:

- Formal food preparation training and a minimum one (1) year experience as a commercial cook. Equivalent combinations of training and experience will be considered
- Understanding of nutrition basics
- Food Handler certification preferred
- Fluency in Cree and asset
- Demonstrated knowledge and understanding of First Nations culture, organizations and communities
- Understanding of safety, cleaning and hygiene standards relating to the operation of a commercial kitchen and kitchen appliances and equipment
- Organizational skills
- Positive staff and student relations skills
- Understanding of traditional foods preparation methods an asset
- Proficiency in computer applications as required by the role
- First Aid, CPR and WHMIS certification

Conditions of Employment: RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the job I.D. **#CJS.2024.06** in the email subject line.

Visit ***ktcea.ca*** for more information.