

KWAKIUTL BAND JOB POSTING



Job Title: Head Start Cook Trainee
Department: Kwakiutl Band Head Start
Reports to: Carole Ford, Head Start Coordinator

JOB DESCRIPTION

Employment Type: Term position September 2021 to March 2022

Hours per week: 35

Position Start Date: ASAP

Details

We are currently seeking a Head Start Cook Trainee to work in the Village of Tsakis on North Vancouver Island. As the Head Start Cook Trainee you will provide assistance to the Head Start Cook. This individual will perform a variety of cooking duties, including preparing food, plating dishes, helping clean the kitchen and maintaining supplies. As well as on the job training this individual would be given the opportunity to upgrade and will need to take Emergency Child Care First Aid & CPR and Level 1 Food Safe.

Position Responsibilities:

- Work under the supervision of the Head Start Cook and direct supervision of the Head Start Coordinator you
- Assist the cook in the preparation, serving, and clean-up of meals and snacks
- Assist the cook in ordering necessary food items and supplies
- Help maintain the organization and inventory of food
- Able to work with young children in a school environment
- Completing Child First Aid/CPR
- Complete Food Safe Level 1

Qualifications:

- 19 years of age
- Provide 2 letters of personal reference
- Complete a TB test
- Must successfully pass a Criminal Record Check
- Knowledge of Kwakiutl Band culture and traditional territory an asset

Applications accepted until position is filled.

Submit letter of application and resume to:

Carole Ford
Kwakiutl Band Council
PO Box 1440
Port Hardy, BC
V0N2P0

Email: frhs@kwakiutl.bc.ca

Fax: 250.949.6066