



Gwa'sala-'Nakwaxda'xw School
PO Box 1799, 182 Ba'as Road
Port Hardy, BC V0N 2P0
Phone (250) 949-7743 Fax (250) 949-7422
Website: www.gnschool.ca



Employment Opportunity
Cook/Culinary Assistant
20 hrs per week/\$19.00 per hour

A part-time Cook/Culinary Assistant is being offered at Gwa'sala-'Nakwaxda'xw School for the 2026-27 school year, starting on August 31, 2026. This is a one-year position with the possibility of continuation. Hours are 10:00 am to 2:00 pm, Monday to Friday.

Under the supervision of the School Administrator, the Cook/Culinary Assistant will help prepare and serve healthy food and work directly with the school chef.

The Gwa'sala-'Nakwaxda'xw School is a band-operated independent school located in Port Hardy, British Columbia, that enrolls 125 students from Preschool to Grade 7 (<https://www.gnschool.ca> or the Gwa'sala-'Nakwaxda'xw School on Facebook)

Responsibilities:

- Assist with food preparation and meal assembly according to established guidelines.
- Serve meals and snacks to students and staff in a friendly and professional manner.
- Wash dishes, utensils, pots, pans, and kitchen equipment.
- Clean and sanitize kitchen work areas, serving stations, and dining areas.
- Clear and wipe tables between meal periods.
- Assist with receiving, storing, and organizing food supplies.
- Follow food safety, sanitation, and health regulations at all times.
- Be willing to participate in cultural, school, and community events and learn from parents and community members

Education and Qualifications:

- Completion of Grade 12
- Experience working in a kitchen
- Food Safe Level 1 certified
- Emergency First Aid certified
- Clear criminal record check

Skills, Knowledge and Abilities:

- Knowledge of BC Indigenous people and experience working with Indigenous communities
- Ability to lift and carry up to 25 lbs, transfer supplies and perform clean-up activities
- An interest in, and ability to work effectively with students
- Ability to work with minimal supervision, ability to work effectively as part of a team.
- Ability to multitask in a fast-paced environment
- Previous kitchen, food service, or cafeteria experience is an asset but not required.
- Strong attention to cleanliness and food safety practices.
- Friendly and respectful attitude when interacting with students, staff, and visitors.
- Reliable, punctual, and dependable.

Additional Information:

- Shifts are 4 hours per day, up to 20 hours per week, Monday - Friday, while in session
- Some hours are flexible to coordinate with food deliveries

Closing date for this position is August 21, 2026, at 3:00 PM. Only those short-listed candidates will be contacted. Please fax, mail, or e-mail applications, including a cover letter stating your interest, and a current resume listing experience, qualifications and references:

Reed Allen - Principal
Gwa'sala-'Nakwaxda'xw School
Box 1799, Port Hardy, B.C., V0N 2P0
Tel: (250) 949-7743 Fax: (250) 949-7422
E-mail: rallen@gwanak.bc.ca