



EMPLOYMENT OPPORTUNITY

Head Cook Upper Hay River School

Upper Hay River School is seeking to hire a Head Cook for the 2021-22 school year. The successful candidate will be responsible for the daily operation of the School Nutrition Program within the school. This position will start on September 3, 2021 working 20 hours per week, (4 hours per day from 9 am to 1 pm).

Duties will include:

- Preparation, serving and cleanup of daily lunch and snack
- Inventory and ordering of all supplies
- Must be able to lift heavy pots and kitchen equipment
- Responsible for keeping the kitchen clean and sanitary
- Must follow the budget and guidelines for the program set out by the School administration
- Other duties as assigned by the School Principal

Preferred Qualifications:

- Food/Nutrition/Sanitization Courses an asset
- An ability to take direction from a supervisor
- Willingness to take the initiative and work independently
- An ability to work cooperatively with Students and School Staff
- Evidence of successfully passing the required *Police-Vulnerable Sector Check* and *Children's Services-Intervention Record Check* if applicable.
- Must be eligible to work in Canada

Wages Offered:

- \$18.12 – \$21.54 per hour, depending upon qualifications and experience
- Benefits will be provided after the mandatory 3-month probationary period is successfully completed

Application must include: A cover letter, resume, and a minimum of 2 employer references.

The Vulnerable Sector Check and the Intervention Record Check (if applicable), dated within 6 months, may follow your application, and must be presented as a condition of employment.

Email Application to: hr@fvsd.ab.ca

Deadline: Open until filled.

FORT VERMILION SCHOOL DIVISION

"Our Children, Our Students, Our Future"

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