



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

**Tk'emlúps te Secwépemc** (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>LUNCH PROGRAM COOK</b>
<b>DEPARTMENT:</b>	<b>EDUCATION</b>
<b>SUPERVISOR:</b>	<b>BCCCT TRADES COORDINATOR</b>
<b>TERMS:</b>	<b>TERM (JANUARY TO MARCH 2019)</b>
<b>JOB REFERENCE:</b>	<b>2018 - 099</b>

The Lunch Program Cook is responsible for preparing meals for BCCCT students and staff, ensuring the safe operation of the kitchen equipment and the safety of employees and volunteers working in the kitchen.

#### **DUTIES AND RESPONSIBILITIES**

- Performs all duties and responsibilities in accordance with TteS policies, procedures and standards;
- Maintains confidentiality on all matters relating to the affairs of TteS and the BCCCT Trades Program
- Purchase and store of food and supplies;
- Prepares, cooks and serves lunch for the BCCCT students and staff;
- Plans and ensures meals are nutritionally balanced;
- Ensures the safe operation of kitchen equipment and work procedures;
- Maintains kitchen facilities to ensure a clean, healthy and safe environment; and
- Performs other duties and responsibilities in the performance of the position as assigned by the BCCCT Trades Coordinator.

#### **REQUIRED ABILITIES, KNOWLEDGE AND SKILLS**

- Minimum two (2) years' experience cooking in an institutional or community setting;
- Strong interpersonal and communications skills;
- Demonstrated problem solving skills;
- Ability to plan, organize and prepare meals for a large number of people;
- Friendly and supportive to school children, staff, visitors and guests at TteS; and
- Ability to pass a Criminal Records Check (Vulnerable Persons).

#### **REQUIRED LICENCES, CERTIFICATION, ETC.**

- Certificate from an accredited cooking program or equivalent experience;
- Safe Food Handling Certificate or willingness to get certificate;
- Level 1 First Aid Certificate or higher; and
- Food Safe program completion or willingness to get certificate.

#### **ASSETS**

- Preference to TteS member Band Member with required qualifications.
- Aboriginal Ancestry.

**HOURS OF WORK:** Normal day shift – 4 hours per day. Non- normal shift may be required.

**PAY GRADE:** Per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the job posting is extended to January 15, 2019 applications to be received**

**No later than 2:00 p.m.**

**Submit Job Application Form, cover letter, resume, and references**

**online: [tkemlups.ca](http://tkemlups.ca), or by email: [resume@kib.ca](mailto:resume@kib.ca), or by fax: 250.828.9847,**

**or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out**

**an online [Job Application Form](#), which can be found on the [tkemlups.ca](http://tkemlups.ca) website**

**Any late submissions or submissions without the [Job Application Form](#)**

**WILL NOT be considered.**