



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Cook 1
Location:	Frontier Collegiate Institute Campus
Start Date:	As soon as possible
Hours/Days/Months:	40 Hours/Week, 10 Months/Year
Term of Employment:	Permanent
Salary:	\$20.33/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

Under the direction of the Food Services Coordinator, the Cook is responsible for the preparation of all meals for the Campus Cafeteria and ensuring the sanitary operation of the kitchen.

QUALIFICATIONS

- Diploma in Culinary Arts or equivalent related post-secondary education acceptable to the Division
- Certification in either National Food Safety Training Program, Food Safe or Food Handler's Sanitation program is required
- Two years commercial/institutional cooking experience
- Preference will be given to candidates with quantity or institutional cooking experience
- Thorough knowledge of safe sanitation and food-handling techniques and Workplace Health and Safety requirements
- Knowledge of WHMIS and First Aid
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment during preparation and meal times
- Physically capable of performing assigned duties – ability to lift and carry containers and dishes (maximum approximately 50 lbs.)

DUTIES AND RESPONSIBILITIES

- Prepares all meals, orders, and side dishes in accordance with the Healthy Foods Policy
- Ensures meals are prepared and ready for service on time and in a presentable fashion
- Directs and supervises student employees as to service and cleaning duties
- Maintains a clean and sanitary work space during and on completion of shift
- Follows and accurately maintains inventory control system
- Reports stock requirements and/or shortages to the Food Services Coordinator as noticed
- Ensures that inventory is accessible and prep work is completed for each meal for which they are responsible
- Ensures safe food handling and safe work practices are followed and reports any concerns immediately
- Work flexible hours including evenings and weekends
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers, all of whom must have knowledge of the applicant's performance in the applicant's current or recent assignment. Consent to contact references is also required.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.frontiersd.mb.ca

Forward application package to:
Mr. Keith Coutu, Campus Vice Principal
Frontier Collegiate Institute Campus
Cranberry Portage, MB R0B 0H0
Fax: (204) 639-2605
Email: Keith.Coutu@fsdnet.ca

