



## FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

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<b>POSITION:</b>	<b>Cook 1</b>
<b>LOCATION:</b>	Frontier Collegiate Institute Campus
<b>START DATE:</b>	As soon as possible
<b>HOURS/DAY/MONTHS:</b>	40 Hours/Week, 10 Months/Year
<b>TERM OF EMPLOYMENT:</b>	Permanent
<b>SALARY:</b>	\$20.33/hour
<b>UNIONIZED/NON-UNIONIZED:</b>	Unionized
<b>APPLICATION DEADLINE:</b>	<b>Open Until Filled</b>

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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. Forward application package to:

Mr. Keith Coutu, Vice Principal  
Frontier Collegiate Institute Campus  
Cranberry Portage MB R0B 0H0  
Phone: (204) 472-3634 Fax: (204) 472-3513  
Email: [Keith.Coutu@fsdnet.ca](mailto:Keith.Coutu@fsdnet.ca)

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*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](http://www.frontiersd.mb.ca)*