



Employment Opportunity

Teacher's Assistant/Cook

Ulkatcho First Nation Band is seeking a Cook/TA for Mining Essential Training from May 1st, 2023, to July 7th, 2023. Cook/TA will prepare and cook a wide variety of foods for lunch and assists the teacher in planning and preparation for daily activities.

Qualifications:

- Food Safe Certificate
- Ability to follow directions and work independently.
- Be punctual and Reliable.
- Have excellent rapport with community members.
- Prior cooking experience preferred.

Essential Duties:

- Prepare and cook complete meals for lunch only.
- Oversee kitchen operations.
- Maintain inventory and records of food, supplies, and equipment.
- Ensure work environment and stations are clean and sanitized.
- Plan menus, determine size of food portions, estimate food requirements and costs, and monitor and order supplies.
- Ability to read, comprehend, and follow recipes.
- Assisting instructors with daily activities
- Helping students with assignments
- Aids instructional efforts of the teacher
- Keeping the classroom neat, clean, and organized
- Assist with the Elders coming into the classroom.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Posting Date: April 12, 2023

Application deadline: Open until filled.

To apply for this position please send your resume and cover letter to hr@ulkatcho.ca with **“Teacher’s Assistant/Cook”** in subject field or hand deliver a copy to Mabelene Leon at Employment Centre (Nagwuntl’oo School).