



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Cook - Auxiliary On-Call

Department: Various Departments
Location: Tr'ondëk Hwëch'in Offices – Dawson, YT
Posting Date: January 24, 2023
Standard Hours Bi-Weekly: Auxiliary On-Call
Salary: Level 3 Step 1 (\$30.03 per hour)

Closing Date: On-Going

Under the supervision of the department requiring cooking services, the Cook is responsible for a variety of duties specific to the individual requirements as defined by the hiring department and individual event agreement. These duties can include but are not limited to menu planning, grocery shopping, food preparation, baking, cooking, supervision and coordination of cook's helpers and clean up. This position will be responsible for mitigating allergens and dietary requirements as identified by the hiring department. This position will be required to manage their schedule as it relates to prep work, cooking for the event and cleaning within parameters set out by the hiring department.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Cooking courses or equivalent experience.
- Experience in cooking traditional foods.
- Knowledge and understanding of Northern Canada Food Guide.
- Knowledge and understanding of common allergens.
- Knowledge and understanding of dietary needs as they related to health issues such as diabetes, celiac disease etc...
- Good organizational and time management skills.

Assets:

- Ability to meet deadlines.
- Effective communication skills, both oral and written.
- Ability to work effectively in a First Nation environment.
- Ability to deal with potentially volatile/violent clients.

Conditions of Employment:

- Criminal Records Check.
- Valid Class 5 Driver's License and clear Driver's Abstract (preferred).
- Standard First Aid, or willingness to obtain within 6 months.
- Food Safe, or willingness to obtain upon hire.
- WHMIS, or willingness to obtain upon hire.
- Willingness to get and maintain medical clearance, annual flu shots and TB testing.

A detailed job description is available upon request.

For more information, contact Human Resources
Phone: (867) 993-7100 – EX: 126 or 170 Fax: (867) 993-6553 Email: hrjobs@trondek.ca
Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0
Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens
in the pursuit of a strong, healthy, and united future."*