



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

AOC Cook's Helper

Department: Various Departments

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: April 1, 2024

Standard Hours Bi-Weekly: Auxiliary On-Call

Salary: Level 1 Step 1 (\$24.95 hourly)

Closing Date: Ongoing

Under the supervision of the department requiring cooking services, and/or the Auxiliary On-call Cook, the Auxiliary On-call Cook's Helper 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 and cooking, delivery, clean up. Contact information will be shared with directors and supervisors utilizing this position.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

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:

- Knowledge of traditional foods and basic understanding of Northern Canada Food Guide.
- Experience safely utilizing knives and other kitchen equipment.
- Good organizational and time management skills.
- Ability to manage allergens and dietary needs.

Assets:

- Cooking courses or equivalent experience.
- Ability to meet deadlines.
- Effective communication skills, both oral and written.
- Ability to work effectively in a First Nation environment.

Conditions of Employment:

- Criminal Records Check.
- Valid Class 5 Driver's License with clear driver's abstract (preferred).
- Standard First Aid, or willingness to obtain.
- Food Safe, or willingness to obtain.
- 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 or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: 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."*