



# EMPLOYMENT OPPORTUNITY

## "Open to the Public"

### Auxiliary On-Call - Cook's Helper

Various Departments, as required  
Posting Date: February 10, 2016  
Salary: Level 1 - \$19.31/hr.

**Closing Date: On Going**

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.

**If this opportunity interests you, please submit a cover letter and resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

#### ESSENTIALS:

- Cooking courses or equivalent experience;
- Experience in cooking traditional foods;
- Food safety courses or willingness to obtain;
- Knowledge and understanding of Northern Canada Food Guide.
- Organizational and time management skills;
- Ability to meet deadlines;
- Ability to establish and maintain effective working relationships with clients;
- Ability to schedule appointments, report daily activities and prioritize in order to effectively carry out duties in a timely manner;
- Ability to work within a designated budget.
- Ability to demonstrate sobriety, stability, maturity and integrity;
- Ability to demonstrate excellent social and interpersonal skills;
- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner;
- Ability to act as a positive role model for community members, demonstrating the practice of a healthy lifestyle;
- Ability to work as a team member;
- Ability to take initiative, work independently and 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;
- Ability to work a flexible work schedule as required.

#### CONDITIONS OF EMPLOYMENT:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Valid Class 5 Driver's License an asset;
- Criminal records check;
- Standard First Aid, or willingness to obtain;
- Food Safe, or willingness to obtain;
- 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: 112 or 126 Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto: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."*