



## EMPLOYMENT OPPORTUNITY

**"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"**

### **Meals On Wheels/Community Kitchen Cook (Permanent Part Time)**

Health & Social

Posting Date: September 1, 2017

Salary: Level 3 (\$24.11/hr – \$26.53/hr)

**Closing Date 4:00pm (PST): September 15, 2017**

Under the direct supervision of the Community Health Representative, the Meals-on-Wheels / Community Kitchen Cook is responsible for preparing mid-day meals three (3) times per week (Mon, Wed, & Fri) for identified Elders/Citizens within our community and the community at large. The position is responsible for maintaining an inventory of all supplies within the program as well as planning of healthy menus, while taking into consideration traditional preparation methods and foods, as per the Northern Canada Food Guide.

**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:**

#### **Essentials:**

- Cooking courses or equivalent experience;
- Experience in cooking traditional foods;
- Must have 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 demonstrate 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 verbal and written;
- Ability to work effectively in a First Nation environment;
- Ability to deal with potentially volatile/violent clients;
- Ability to manage your own position, if you are going to be away you must make the necessary moves in advance in contacting a fill-in for you. This includes sick days.

#### **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;
- Criminal records check;
- Valid Food Safe Certificate;
- Valid Class 5 Driver's License and clear Driver's Abstract;
- Valid Standard First Aid Certificate or willing to obtain within 3 months of 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: 112 or 126

Fax: (867) 993-6553

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