

**EMPLOYMENT OPPORTUNITY**

**POSITION:** Cook – Full-Time  
**LOCATION:** Hub Centre  
**SALARY:** \$25.50/hour  
**START DATE:** Immediate

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Under the direct supervision of the Hub Centre Manager, and the general direction of the Superintendent of Academics and Education Director.

**RESPONSIBILITIES:**

- Plan with the Hub Centre interesting and nutritional menus for preschoolers and toddlers.
- Prepare all snacks and lunch menus.
- Purchase, store, prepare, and serve food to retain nutritional value and prevent contamination.
- Maintain necessary records of food orders and concerns regarding special diets or allergies.
- Maintain an inventory of kitchen equipment supplies and an inventory of food supplies.
- Maintain a good working relationship with all staff and Hub Centre programs.
- As support staff, should attend meetings and any relevant workshops when requested.
- Knowledge of the nutritional requirements of young children.
- Ability to follow recommendations and instructions regarding advice on special diets or allergies.
- Maintains an environment conducive to protecting the health and well-being of the Hub Centre's children through high levels of food safety and sanitation standards.

**QUALIFICATIONS:**

- Must be physically capable of long periods of standing, walking, and handling medium to heavy-weight equipment and materials.
- Food Handler's Certification and WHMIS.
- Food Service Worker certification or previous experience working within a cafeteria, restaurant, or other food service industry.
- Minimum Grade 12 Diploma (OSSD).
- Knowledge and appreciation of Anishinabek Culture, Traditions, Language, and History.
- Provide a cover letter, resume, and 3 current work-related references.
- Provide current original vulnerable/criminal reference check upon offer of employment.

**CLOSING DATE:** April 25, 2025 @ 2:00 PM

**DIRECT APPLICATIONS TO:** "Cook"  
Wiikwemkoong Board of Education  
34 Henry Street  
Wikwemikong, Ontario, P0P 2J0  
Email: [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.  
\*Only those considered will be contacted. \*