



### **EMPLOYMENT OPPORTUNITY**

**POSITION:** Part-Time Cook - 1<sup>st</sup> posting  
**LOCATION:** Hub Centre  
**SALARY:** \$25.50/hour (4 hours/day)  
**START DATE:** Immediate

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Under the direct supervision of the Hub Centre Manager, and the general supervision of the Superintendent of Academics and Education Director, the Part-time Cook will work collaboratively with the full-time cook to support the daily food service needs of the Hub Centre.

#### **RESPONSIBILITIES:**

- Collaborate with the kitchen team to plan and prepare nutritious and age-appropriate menus for toddlers and preschoolers.
- Assist in the preparation and serving of daily snacks and lunches
- Follow safe food handling practices when purchasing, storing, preparing, and serving meals to preserve nutritional value and prevent contamination
- Maintain accurate records of food orders, inventory and dietary accommodations (e.g. allergies, special diets)
- Participate in maintaining a clean, safe, and organized kitchen environment that meets all health and safety standards.
- Fosters positive working relationship with all Hub Centre staff and programs.
- Attend staff meetings and relevant training or workshops as requested.
- 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:** **August 1, 2025 @ 2:00 PM**

**DIRECT APPLICATIONS TO:** **"Applications"**  
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. \***