



EMPLOYMENT OPPORTUNITY

POSITION: Part-Time Cook – 2nd posting
LOCATION: Hub Centre
SALARY: \$25.50/hour (4 hours/day)
START DATE: Immediate

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: **September 4, 2025 @ 2:00 PM**

DIRECT APPLICATIONS TO: **"Applications"**
Wiikwemkoong Board of Education
34 Henry Street
Wikwemikong, Ontario, P0P 2J0
Email: 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. ***