



Penticton Indian Band

841 Westhills Drive
 Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	School Cook	Classification:	3	\$20-25 per hour (Based on education & experience)
Department:	Education	Type:	Non-Management	
Status:	Full-time; Permanent	Hours of work:	7:30 am to 2:30 pm Mon-Fri	
Responsible To:	School Principal			
Location:	Outma Sqilx'w Cultural School, 291 Outma Sqilx'w Place, Penticton, BC			
Deadline:	February 13, 2023			

Job Summary:

Under the supervision of the OSCS Principal, the School Cook will oversee all aspects of the school's food services program (breakfast for learning, hot lunch, special events); ensure quality food preparation; meals and service. The school cook is responsible for menu planning, grocery shopping, monitoring, and maintaining all kitchen inventories and adhering to industry sanitation practices and standards. The school cook will collaborate with dietician on healthy eating strategies and implement strategies into the school food service program.

Core Competencies:

- Accountability
- Teamwork
- Leadership
- Communication
- Service Orientation
- Decision Making
- Planning and Organizing
- Ethics and integrity
- Networking and Relationship Building
- Problem Solving
- Flexibility

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Design a nutritious breakfast & lunch program for the school, ensuring the meals advertised on the monthly School Calendar are included in the menu planning.
- Collaborate and consult with Dietician when menu planning for each month.
- Manage a small budget, accounting for all expenses (receipts) and providing reports as required.
- Responsible for grocery shopping, ensuring all ingredients for weekly menus are purchased.
- Maintain and track kitchen inventory levels, purchasing and restocking food and supplies as necessary.
- Provide cereal and fruit for breakfast program 5 days per week.
- Prepare and cook lunch for approximately 90 people (students and staff) five days per week.
- Incorporate traditional foods (meat, fish, berries, roots) in menu and recipes.
- Prepare a salad bar with a variety of fresh vegetables and fruit.
- Ensure hot meals are served to students and staff (for safety reasons).
- Adhere to food safe practices, ensuring proper preparation, sanitization and storage after each meal (kitchen, dishes, lunch tables, floors, countertops, leftover food, etc).
- Establish good routines to ensure safety, cleanliness and upkeep of work areas, including kitchen and serving areas:
 - Clean and maintain area where meals are prepared and served.
 - Clean all plates, bowls and utensils using industrial dishwasher and put items away when clean.
 - Wash all pots and pans by hand.
 - Clean salad bar after use.
 - Clean all kitchen surfaces, stovetop and oven after use.
 - Sweep and mop floor daily.

- Provide regular service required to maintain industrial kitchen appliances, storage areas, fridge, freezers, fans, etc.
- Consult with School Principal and/or School Janitor/Custodian to order cleaning products required to maintain kitchen.
- Obtain information from principal regarding students and staff who have been identified as having food allergies and avoid using foods that are identified as sources of allergic reactions.
- Work under the direct supervision of and reports to the School Principal.

Accountability

- Maintain a sanitary kitchen and adhere to Food Safe practices and procedures.
- Maintain schedules and ensure good time management practices.

Relationships

Internally

- Reports to OSCS Principal
- Collaborates with school staff

Externally

- Networks with dietician on healthy eating strategies
- Remains current with standard industry and food safe practices

Decision Making

- Determines and purchases the quantities/volumes of food to be prepared daily according to a planned menu.
- Provides well-balanced and nutritional meals considering dietary/allergy needs.
- Responsible for operating with budget parameters and demonstrating sound judgment in shopping and purchasing for the program.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 and/or combination of related training and experience.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License and a reliable, insured vehicle.
- Criminal record check including Vulnerable sectors.
- Current Food Safe Certification (must provide proof).

Specific Job Skills and Levels

- Knowledge and experience of food service management.
- Knowledge and experience with budgeting and purchasing (food and supplies for lunch program).
- Manage and maintain the hot lunch program budget and provide necessary reports (accounting of dollars spent, purchases, receipts, etc.)
- Knowledge and experience with menu planning, volume food preparation and modification of recipes.
- Knowledge of inventory control procedures, procurement and storing of food items and supplies.
- Knowledge of nutritional and cultural food values for children.
- Knowledge of healthy food guidelines as set out by First Nation Health Authority.
- Knowledge of personal hygiene, food handling, sanitation, and safety precautions; standard Food Safe practices.
- Ability to network with local food producers and businesses to source local affordable food.
- Good physical health including the ability to lift to 40 lbs.
- Knowledge and experience to operate industrial kitchen equipment safely.

Minimum Level of Experience

- 1 year experience working in a food service field.

Personality Traits (Required to be successful in position)

- Organized
- Caring
- Approachable and Personable
- Dependable and reliable
- Respectful
- Committed

Assets:

- Must possess high physical energy to handle job stresses.
- Knowledge of Okanagan language and culture.

Working Conditions:

- Moderate level of physicality and dexterity.
- Ability to lift to 50 lbs.
- Ability to stand for long periods of time.
- Ability to manage time and have food prepared on time.
- Exposure to noise and hazards – school setting with various aged children is unpredictable.
- Positive and safe working environment.
- Drug & Alcohol free.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

February 13, 2023

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca