



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
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Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	School Cook Assistant	Classification:	1	\$17-21 per hour (Based on education & experience)
Department:	OSCS - Education	Type:	Non-managerial	
Status:	Full-time; Permanent	Hours of work:	7:30 am to 2:30 pm Monday to Friday	
Responsible To:	OSCS 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 Assistant 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 assistant will assist with menu planning, grocery shopping, monitoring, and maintaining all kitchen inventories and adhering to industry sanitation practices and standards.

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

Assist OSCS Cook with the following:

- Planning in advance of breakfast and lunch menus and snacks, posting of menus for parents, students, and staff.
- Purchase and restock food and supply to implement the planned menus, in consideration of OSCS food budget and in consultation with the Principal/Vice Principal.
- Prepare and cook lunches for 100+ people (students and staff) five days per week.
- Provide cereal, milk, and fruit for breakfast program 5 days per week.
- Utilize traditional meat and fish in the recipes.
- Prepare a salad bar with a variety of fresh vegetables and fruit.
- Serve hot meals to students and staff.
- Adhere to food preparation and sanitization after each meal (kitchen, dishes, lunch tables, floors, countertops, etc.)
- Clean and maintain area where meals are prepared.
- Clean all plates, bowls and utensils using industrial dishwasher and put items away when clean.
- Wash all pots and pans by hand.
- Maintain kitchen inventories (food, materials, and supplies), ensuring inventory control procedures are in place and restocking (food, materials, and supplies) as required.
- Clean salad bar when used.
- 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 Custodian to order cleaning products required to operate 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.
- Responsible for management & distribution of Fresh Fruit and Vegetable Program.
- Maintain friendly, professional relationship with OSCS staff and students.
- Works under the direct supervision of and reports to School Principal/Vice Principal, and School Cook.
- Completes regular responsibilities of School Cook in the event of School Cook absence.

Accountability

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

Relationships

Internally

- Reports to OSCS Principal and Vice Principal
- Collaborates with school staff

Externally

- Networks with dietician on healthy eating strategies

Decision Making

- Determines and purchases the quantities of each food to be prepared daily according to a planned menu.
- Provides well-balanced and nutritional meals considering dietary/allergy needs.

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.
- Current Food Safe Certification (must provide proof).
- Criminal record check including Vulnerable sectors.

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
- Flexible

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