



**COOK (CASUAL)
POSTING #2020-BHS-EXT-09**

About FFTAHS

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

Position Summary

The Cook is a full-time permanent position in the Mino Ayaa Ta Win Healing Centre and includes light housekeeping duties. The Cook is responsible for meal planning, preparation and for supervising and maintaining the operation of the kitchen and dining facilities of the Mino Ayaa Ta Win Healing Centre. The Cook will ensure the overall cleanliness and sanitation of the kitchen and residence is regularly maintained.

Job Duties

- Maintains proper sanitary conditions in the cooking and dining areas;
- Plans and posts a weekly menu;
- Plans a weekly grocery list and purchases or arranges for the purchase of groceries under the supervision of the Mino Ayaa Ta Win Manager;
- Provides well-balanced and nutritious meals following the Canada Food Guide and Traditional Food Guide;
- Prepares dietary and traditional foods for residents on request;
- Ensures appropriate supplies and instructions for meal and snack preparation for evening and weekend shifts;
- Supervises residents in kitchen, cleaning & laundry duties;
- Assists occasionally in the supervision of residents at the request of the Mino Ayaa Ta Win Manager;
- Assists the Manager in budgeting for food, kitchen, dining, housekeeping, laundry and linens;
- Assists the Manager to prepare reports on food & housekeeping operations;
- Attends staff meetings as requested by Mino Ayaa Ta Win Manager.

Qualifications

- Food Handler's Certificate;
- Experience in commercial or institutional cooking and housekeeping;
- 2 years' experience in cooking for large groups, including preparation of meals for diabetics and others on special diets;
- Working knowledge of the Canada Food Guide;

- Must possess valid driver's license, clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector Criminal Records check

Requirements for Submissions

Interested candidates are invited to submit a cover letter and resume, including three employment-related references and reference the competition **#2020-BHS-EXT-09** on your cover letter and envelope (if applicable), to:

Hiring Committee

Mail: P.O Box 608, Fort Frances, ON, P9A 3M9

Fax: (807) 274-9669

E-mail: humanresources@fftahs.org

Internal posting includes FFTAHS employees, members and employees of 10 First Nations and Indigenous organizations and employment agencies within the Fort Frances Tribal Area First Nations. On your cover letter, you are encouraged to identify that you are a member of a First Nation community.

Fort Frances Tribal Area Health Services Inc. is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.