

KWAKIUTL BAND JOB POSTING



Job Title: Head Start Cook Substitute
Department: Kwakiutl Band Head Start
Reports to: Carole Ford, Head Start Coordinator

JOB DESCRIPTION

Employment Type: Term position September 2021 to March 2022
Hours per week: Varies, as needed
Position Start Date: ASAP

Details

The Kwakiutl Band Head Start Program requires a Head Start Cook Sub. This position is ideal for someone who is hard working, organized, and enjoys cooking nutritional meals and snacks for children. You must be able to work unsupervised and have excellent interpersonal and communication skills. As the Head Start Cook Sub you must be a team player and able to work a flexible schedule.

Position Responsibilities:

- Work under the supervision of the Head Start Coordinator
- Preparation, serve, and clean-up after meals and snacks
- Order necessary food items and supplies
- Help maintain the organization and inventory of food
- Able to work with young children in a school environment
- You must be able to work unsupervised and have excellent interpersonal and communication skills.
- Other duties as assigned by the Head Start Coordinator

Qualifications:

- Certificate in Food Safe Level 1
- Current First Aid/CPR
- Must successfully pass a Criminal Record Check
- Knowledge of Kwakiutl Band culture and traditional territory an asset.

Applications accepted until position is filled.

Submit letter of application and resume to:

Carole Ford
Kwakiutl Band Council
PO Box 1440
Port Hardy, BC
V0N2P0
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Fax: 250.949.6066