External Job Posting

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cook – Relief</th>
<th>Pay Grade:</th>
<th>As per collective agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type:</td>
<td>Relief (on call as needed)</td>
<td>Hours of Work:</td>
<td>Sunday – Saturday</td>
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<tr>
<td>Reports To:</td>
<td>Lead Supervisor</td>
<td>Date Posted:</td>
<td>May 13, 2019</td>
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<td>Union:</td>
<td>Public Services Alliance of Canada</td>
<td>Closing Date:</td>
<td>Open until filled</td>
</tr>
<tr>
<td>Competition Number:</td>
<td>2019-PSA-19</td>
<td>Number of Positions:</td>
<td></td>
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Position Overview

At Wequedong Lodge, our Employees are dedicated to ensuring a safe, comfortable and culturally appropriate environment for our clientele. Established in 1984, the mandate of Wequedong Lodge is to provide accommodations, including meals, translation, transportation and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay. We are currently looking for a compassionate and considerate individual who has a flare for customer service to join our growing team.

The Cook is responsible for the preparation of breakfast, lunch, and dinner. Meals will be prepared on the specific dietary requirements of clients and on the basis of the Canada Food Guide. The Cook will report to the Lead Supervisor.

This position is covered by the Terms and Conditions of the Public Service Alliance of Canada Collective Agreement.

Qualifications

The Cook – Relief must have:

- A Secondary School diploma.
- A minimum of three (3) years of cooking experience in a residential care setting.
- A minimum of two (2) years direct work experience with Indigenous people in a residential care setting.
- A current Safe Food Handling Certificate from a recognized food services institute.
- Adequate knowledge of Safe Food Handling Practices and Regulations.
- Sound judgement, communication, organizational and planning skills, and must be prepared to upgrade their cooking skills by attending necessary training(s).
- A valid First Aid/CPR certificate.
- The ability to meet the physical demands of the job and be able to lift a minimum 40lbs.
• Fluency either in Ojibway, Oji-Cree or Cree would be considered an asset.
• An understanding and an appreciation of Indigenous people and their culture.

Duties and Responsibilities

The Cook is responsible for:

• Preparing and serving of all meals and snacks at the prescribed times.
• Maintaining an inventory of food, kitchen equipment, and dishes Reporting to the Lead Supervisor any supply/inventory needs, maintenance or repairs that are required.
• Maintaining the sanitation and cleanliness of the kitchen equipment, stove, oven, fridge, cupboards, pantry, storage, and dining room.
• Preparing specific medical diets and follow the Canada Food Guide’s recommended portion sizes and the food group servings.
• Documenting the meals served to clients.
• Continuously checking the quality of the food being served to clients.
• Participating in monthly department meetings, as well as any other staff meetings.
• Wear the required work uniform and PPE as required.
• Performing other duties deemed necessary by the Lead Supervisor.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (2019-PSA-19), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
656 City Road, Box 17, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365
Email: kgunn@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kgunn@weqlodge.org.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.