

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2024-052

Position:	Prep Cook	Location:	Various
Salary:	\$20.00 per hour	Days of Work:	Sunday to Thursday
Classification:	Full Time – 80 Hours Bi-weekly	Hours of Work:	10:00 am – 6:00 pm
Reports To:	Program Management	Closing Date:	Open until filled

General Responsibility:

- Assist in planning weekly menus which reflect a variety of healthy, nutritious meal options for breakfast, lunch, supper, and snacks.
- Assist in maintaining an inventory of food items, kitchen supplies and cleaning supplies.
- Assist with budgeting and purchasing groceries from wholesalers based on set menu.
- Assist with the preparation of daily meals in accordance with planned menus.
- Maintain health and safety standards within the kitchen - ensuring a daily routine of cleaning and sanitization and ensuring proper labeling and storage.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Assist in the development and implementation of a cooking program to educate youth on healthy eating.
- Follow all policies and procedures as outlined in the Ndinawe Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.
- Other duties as assigned.

Qualifications Required:

- Minimum of 1 year of experience working in a kitchen environment.
- Current Food Handlers Certification required.
- Strong knowledge concerning the impact of colonization and cultural assimilation of Indigenous people.
- Proven capacity to effectively plan and implement programming.
- Demonstration of advanced interpersonal skills.
- Ability to foster a safe and supportive atmosphere within the kitchen, acting as a role model for healthy attitudes and positive relationships.
- Respect for and knowledge of traditional Indigenous culture, teachings, and ceremonies with capacity of integrating into daily wellness activities.
- Proven ability to work with a high degree of compassion, understanding and sensitivity.
- Strong ability to work under minimal supervision and act with a high degree of independent judgement, acting on a variety of matters as required.
- Demonstrated ability to participate in and contribute to a strong team environment with an inclusive and collaborative approach.

- Proven ability to work in a stressful and changing work environment.
- Capacity to manage sensitive and confidential situations with professionalism, confidentiality, and respect.
- Ability to provide and receive constructive feedback.
- Demonstrated commitment to continual learning and improvement through the incorporation of reflective work-based learning approaches.
- Ability to communicate effectively in English, both written and verbally.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources,
Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: hr@ndinawe.ca

***We thank all applicants for their interest; however, only those candidates selected to an interview will be contacted.**