



Traditional Foods Cook 140R1-23-3
Mental Wellness, Health Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **September 27, 2023**, for the **Traditional Foods Cook position with Mental Wellness, Health Services**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Traditional Foods Cook** reports to and works under the direction and supervision of the Eḡḡwadiyadagenha Land Based Healing Centre Team Manager and in accordance with Health Services Principles which includes matters pertaining to the policies and procedures of Six Nations Elected Council.

The Traditional Foods Cook will prepare Haudenosaunee traditional meals for clients and staff of Eḡḡwadiyadagenha on a daily basis; Ensure that the kitchen area is maintained according to Public Health requirements; Maintain inventory of all foodstuffs and kitchen supplies; Purchase all foodstuffs and kitchen supplies as required; Work with Eḡḡwadiyadagenha Cultural Advisors in planning and providing meals according to the season and the monthly program calendar; Assist with other program activities and provide other related duties as required by the Team Manager.

Type	Full-Time
Closing Date	September 27, 2023
Hours of Work	35 weekly
Wage	TBD

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Must have a current First Aid & CPR, or be willing to obtain/re-certify
- Must have a current Food Handlers Certificate, or be willing to obtain/re-certify
- Must provide a clear Vulnerable Sector screening check prior to employment
- Certificate of qualification as a Cook, Assistant Cook, or Red Seal Cook (preferred)
- Must have a minimum of Grade 12 or equivalent with one (1) year of cook experience **OR** must have a minimum of Grade 10 or equivalent with two (2) years of cook experience

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Eniola Owoso, Human Resources Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Traditional Foods Cook – Full-Time – 140R1-23-3
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: **Traditional Foods Cook**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Eḡḡwadiyadagenha Land Based Healing Centre Team Manager and in accordance with Health Services Principles which includes matters pertaining to the policies and procedures of Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

The Traditional Foods Cook will prepare Haudenosaunee traditional meals for clients and staff of Eḡḡwadiyadagenha on a daily basis; Ensure that the kitchen area is maintained according to Public Health requirements; Maintain inventory of all foodstuffs and kitchen supplies; Purchase all foodstuffs and kitchen supplies as required; Work with Eḡḡwadiyadagenha Cultural Advisors in planning and providing meals according to the season and the monthly program calendar; Assist with other program activities and provide other related duties as required by the Team Manager.

KEY DUTIES & RESPONSIBILITIES:

Technical Functions:

- Develop traditional monthly menu in accordance with the season
- Prepare all foods and meals according to Haudenosaunee nutritional customs
- Prepare and cook wild game
- Review menu to determine types of meal service items needed
- Purchase all foodstuffs and kitchen supplies as needed
- Develop and maintain inventory of all foodstuffs and kitchen supplies
- Ensure adherence to correct food handling methods to ensure safe food preparation, cooking and storage
- Ensure all kitchen work areas are maintained at a high level of cleanliness and according to Public Health requirements
- Ensure that periodic inspections are conducted by Public Health
- Ensure that the kitchen area meets fire safety standards
- Maintains high standards of personal cleanliness and presents for work in proper, clean dress attire

Communications Functions:

- Works closely with Traditional Medicine Practitioners and Land Based Helpers to develop a monthly menu that aligns with seasonal food supply and budget
- Maintains pleasant, open communication with all staff, clients and visitors
- Accountable for maintaining quality service and care

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- Represents Six Nations Elected Council and community in a positive, courteous, cooperative, and professional manner
- Provides updates and reports to the Team Manager as requested

Administrative Functions:

- Attend team meetings as required
- Participates in staff performance evaluations as applicable
- Develops and maintains budget of expenditures (groceries, supplies, and equipment)
- Maintains inventory and records of food, supplies, and equipment
- Accountable for submission of all invoices related to daily work functions
- Completion and submission of timesheets, leave forms, performance appraisals in accordance with Six Nations Elected Council policies and procedures

Other Functions:

- Performs other duties as requested by the Team Manager
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services
- Attends in-service education programs and participates in learning needs assessment
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management

WORKING CONDITIONS:

- Physically demanding; Must have physical strength and endurance to sustain the physical work demand as they spend long hours standing
- Must be prepared to work in hot, cold, and humid environments
- Must be able to stand, walk short distances, lift up to 10 kilograms (approximately 20 pounds) and be able to operate various pieces of kitchen equipment
- Must be reliable, adaptable to fast-paced activities and changes, able to remain calm in hectic circumstances, able to plan and organize their tasks, and be a strong team player
- Work may involve occasional interaction with the public
- Occasional travel off site to provide meals for Eḡḡwadiyadagenha clients and staff according to the monthly program calendar

WORKING RELATIONSHIPS:

With the Team Manager

- Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are always done efficiently and effectively.

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With Cultural Advisors

- Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are always done efficiently and effectively.

With the Community and Other Staff

- Represents and promotes Six Nations Elected Council in a courteous, cooperative, and professional manner. Exhibits courtesy, cooperation and teamwork with all staff.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Must have a current First Aid & CPR, or willing to obtain/re-certify
- Must have a current Food Handlers Certificate, or willing to obtain/re-certify
- Must provide a clear Vulnerable Sector screening check prior to employment
- Certificate of qualification as a Cook, Assistant Cook, or Red Seal Cook (preferred)
- Must have a minimum of Grade 12 or equivalent with one (1) years of cook experience **OR** must have a minimum of Grade 10 or equivalent with two (2) years of cook experience

Other Related Skills:

- Good knowledge of the Six Nations community and highly sensitive to Six Nations culture
- Understanding and communicating in one of the Haudenosaunee languages would be an asset
- Knowledge of traditional food and food sovereignty an asset
- Possess initiative and ability to work independently, prioritize tasks and meet deadlines.
- Exhibit good organizational skills and ability to take direction
- Willing to take appropriate training as required
- Must possess excellent communication skills
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture
- Clean and current vulnerable sector police check
- Abstainer preferred

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

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CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.

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