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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Prep Cook</b>
<b>Location:</b>	Helen Betty Osborne Ininiw Education Resource Centre
<b>Start Date:</b>	As soon as possible
<b>Hours/Days/Months:</b>	6 hours/day, 5 days/week
<b>Term of Employment:</b>	Term to June 30, 2026
<b>Salary:</b>	\$20.12/hour
<b>Unionized/Non-Unionized:</b>	Unionized
<b>Application Deadline:</b>	<b>Tuesday, October 14, 2025</b>

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Reporting to the Principal, the Prep Cook is responsible for assisting in the preparation of and serving all meals. The incumbent is responsible for the cleaning and sanitary operation of the dining room and service area.

### **QUALIFICATIONS**

- Commercial Cooking Certificate or Culinary Arts Program
- Knowledge of WHMIS and First Aid
- Certification in either National Food Safety Training Program; Food Safe or Food Handler's Sanitation Programs
- Two years' experience in the field
- Experience in a commercial/institutional food service setting
- Knowledge of safe sanitation and food-handling techniques and Workplace Safety and Health requirements
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment during preparation and meal times
- Physically capable of performing assigned duties – ability to lift and carry containers and dishes (maximum approximately 50 lbs.)

### **DUTIES AND RESPONSIBILITIES**

- Assists in the preparation of all meals, orders and side dishes as required in accordance with the Healthy Foods Policy
- Follows proper food handling protocols
- Ensures service area, condiments and salad bar are ready on time and in a presentable fashion
- Follows and accurately maintains inventory control system
- Ensures the daily cleaning of dining and service areas
- Ensures all tasks are completed by shift end and up to health code standards
- Provides assistance to other staff members as required

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.*

*By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

Curtis Tootoosis, Principal  
Helen Betty Osborne Ininiw Education Resource Centre  
Norway House, MB R0B 1B0  
Fax: (204) 359-4803  
Email: [Curtis.Tootoosis@fsdnet.ca](mailto:Curtis.Tootoosis@fsdnet.ca)

