

## **SUBSTITUTE COOK**

|                          |   |
|--------------------------|---|
| <b>CURRENT LOCATION:</b> | Carlton Comprehensive Public High School - Cafeteria<br><i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i> |
| <b>POSTING DATE:</b>     | July 29, 2024   |
| <b>CLOSING DATE:</b>     | Applications will be accepted on an on-going basis.   |
| <b>HOURS OF WORK:</b>    | Varied hours and frequency (on an “as needed” basis).   |
| <b>SALARY:</b>           | \$22.79 per hour  |

### **REQUIREMENTS FOR THE POSITION:**

- Grade 12.
- Minimum of two years commercial or institutional experience in the field of food preparation.
- Experience in the operation of cafeteria tools and equipment would be a definite asset.
- Certification in WHMIS and/or Food Safe would be considered an asset.
- General knowledge and skill in the use of cafeteria tools and equipment.
- Working knowledge of and ability to perform basic mathematics required to follow recipes.
- General knowledge and skill in the use of standard cleaning practices and procedures, including safe handling and storage techniques for various cleaning agents.
- Ability to understand and carry out oral and written instructions.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- Working knowledge of technology and software associated with the duties and responsibilities of this position.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards.
- Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- Ability to do Medium Work (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10lbs. of force constantly to move objects).
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.
- Ability to fulfill any and all other duties as outlined in the job description.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources  
Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460  
hr@srsd119.ca

*Please follow the application procedure as outlined on our website at [https://www.srsd119.ca/?page\\_id=4999](https://www.srsd119.ca/?page_id=4999)*

***Only shortlisted applicants will be contacted.***

***Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.***