

CUPE 4195 JOB POSTING #38/23-24

COOK

- CURRENT LOCATION:** Carlton Comprehensive Public High School
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)
- POSITION:** Permanent Full-Time
- STARTING DATE:** August 27, 2024
- POSTING DATE:** April 18, 2024
- CLOSING DATE:** April 23, 2024 by 1:00 pm, or until a suitable candidate can be found
- HOURS OF WORK:** 7.5 hours per day/37.50 hours per week
- SALARY:** Year 1 - \$22.79 per hour
Year 2 - \$23.23 per hour
Year 3 - \$23.59 per hour

REQUIREMENTS FOR THE POSITION:

- Grade 12.
- Minimum of 5 years experience as a cook in a related setting.
- Possess a Journeyman's Certificate as a cook or equivalent training approved by the Board.
- Experience in the operation of cafeteria tools and equipment.
- Possess WHMIS certification.
- Possess Safe Serve certification.
- Possess a First Aid certificate, Level 1.
- 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 – 11th 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

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.