



PO Box 130. Carcross, Yukon Y0B 1B0

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[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



<b>Job Title:</b>	<b>#25-141 Head Cook</b>
<b>Department:</b>	Heritage and Culture
<b>Status:</b>	Term, Full-Time (From date of hire to March 6, 2026)
<b>Salary:</b>	C/TFN Wage Scale Level 7-9 (\$31.82 - \$43.63/hr)
<b>Closing Date:</b>	April 8, 2025

*We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.*

This posting is to fill 1 full-time term position. This is a 2-week posting. Candidates are encouraged not to delay submitting their application, as this posting closes on April 8th, 2025, at 11:59pm. Resumes will be regularly screened until the position is closed.

### **Carcross/Tagish First Nation Mission Statement**

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and

strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

### **C/TFN Benefits**

This position does not include traditional benefits. However, in lieu of benefits, you will receive an additional 6% of your salary with each pay cheque.

### **Your Role**

Under the direct supervision of the Learning Centre Facility Manager, the Head Cook is responsible for a wide variety of kitchen duties for Government of Carcross/Tagish First Nation (GC/TFN) Learning Centre Facility and grounds.

### **Duties and Responsibilities**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume, however a cover letter indicating your interest is encouraged.

- Responsible for ensuring food quality, food safety (including reporting all food allergies), and food standards are met
- Overall responsibility for the kitchen's daily operations
- Creating menus
- Monitoring and controlling stock levels
- Arranging for procurement of supplies through a P.O. system
- Liaising with suppliers for food orders and kitchen equipment
- Supporting the Facility Manager in the selection and hiring of personnel for Kitchen Helpers positions
- Implementation and monitoring of health & safety procedures in the kitchen
- Applying the FIFO method for perishable items to ensure correct stock rotation
- Maintaining, organizing, cleaning and disinfecting kitchen equipment and areas, including but not limited to fans, hoods, cooler, freezer, ice machine, dishwashing stations, storage racks, countertops, grills, stoves, ovens, floors, walls;
- Removing garbage daily

## **Essential Qualifications**

- Knowledge of safe food handling procedures; (Food Safe Level 2 certification preferred)

## **Desired Knowledge, Skills, and Suitability**

- Previous supervisory skills will be considered an asset
- Journeyperson Cook or willingness to apprentice and/or cooking experience would be an asset;
- Frontline supervisory skills including a demonstrated ability to coach and support staff will be considered an asset
- Ability to identify items in need of maintenance and/or repair
- Ability to be reliable and trustworthy
- Must be able to identify and work safely around kitchen equipment.
- Must be able to prepare food for groups up to 500 people.
- Must be able to work with large groups of kitchen staff as well as independently.
- Must be able to lift heavy items up to 50lbs.
- Operate all custodial equipment and tools safely and identify when/if it is not safe to operate equipment alone;
- Ability to safely operate all related kitchen equipment;
- Ability to perform cooking duties as required;
- Ability to work productively and independently under minimal supervision;
- Willingness to learn traditional and cultural practices of C/TFN as applicable within the facility setting;
- Willingness to work within and implement C/TFN models, structures and practices;
- Willingness to follow Health Inspection regulations.
- Excellent organization and time management skills

## **Conditions of Employment**

- Valid Class 5 Driver's license
- Proof of Food Safe Level 2 Certification (if applicable)

**Please note- there are no relocation costs associated with this position.**

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to [kalli.schneider@ctfn.ca](mailto:kalli.schneider@ctfn.ca) with the competition number and name in the subject line.

**Please note that only those selected for further consideration will be contacted.**