WAGE: $20.58 per hour

POSITION TYPE: Permanent Part-Time, Evenings & Weekends

SECURITY CLEARANCE: Police Record Check Required upon Offer

DESIRED EDUCATION: Secondary

**\*\*Candidates must be at least 18 years of age to apply\*\***

**COOK**

### **SUMMARY**

Reporting to the Assistant Executive Director of Operations, the Cook assists in the delivery of excellence in customer service that is conducive to generating revenue and by providing a safe and enjoyable food experience. The Cook will prepare food according to established recipes, preparation, and serving according to proper food preparation standards and run the kitchen according to the Standard Operating Procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Ensure that the kitchens remain clean, sanitized, and equipped with operating supplies at the beginning and end of each session and/or shift.
* Responsible for preparation of food, ensuring proper food handling and storage, post specials, and ensure portion control.
* Control food waste and loss and ensure storage areas are being kept clean and food items are being properly rotated.
* Assist in verification of product delivery according to invoice and report product condition and shortage. Note any discrepancies on a timely basis to the Lead Cook.
* Assist with a variety tasks at our events and/or catering events.
* Assist with the preparation of menu items made from scratch for all our sites including but not limited to Bingo Concessions.
* Ability to work in high pressure situations.
* Ability to work within a team environment.
* Report malfunctions and make recommendations for repairs and necessary improvements to General Manager.
* Assist with recruiting and training of new staff.
* Assist in year-end inventory.
* Provide fast and efficient service to all patrons and address any concerns to the General Manager.
* Performs other related duties as may be required.

## **ADDITIONAL SKILLS AND ABILITIES**

* A strong work ethic with a focus on accuracy and attention to detail.
* Ability to embrace and champion change.
* Reliable, punctual, and able to work independently.
* Ability to handle the public with tact, discretion, and with a pleasing personality.
* Understand and follow the Health & Safety Policies set by SNGRDC.

**EDUCATION / EXPERIENCE**

Minimum Requirements:

* Excellent customer service skills.
* Food knowledge and/or food handling experience.
* Able to deal with prolonged standing and walking.
* Able to work at a proficient pace during peak business times.
* Able to take directions and follow instructions.
* Must have a pleasant attitude and disposition for working with the public.
* Willing to work flexible hours, evenings and weekends and holidays.
* Must pass a police record check.
* Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.

**IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence, and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

**CULTURE**

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

**EXTERNAL/INTERNAL RELATIONSHIP**

Community Members, Customers, Vendors, Human Resources, and Development Corporation Staff.

**WORK ENVIRONMENT**

* Subject to some hazardous working conditions requiring physical activity including prolonged standing and walking; lifting of medium weight objects and working with concession equipment.
* This position requires normal visual/sensory effort.
* This position typically operates in a generally agreeable work environment.
* Working conditions has a high public relations profile with local and outside communities.

**DIMENSIONS (FINANCIAL/STAFF)**

High degree of food safety and food preparation skills required.

Responsible for inventory of $10,000.

**REPORTS TO**

Assistant Executive Director of Operations

**ACCOMMODATIONS**

At Six Nations of the Grand River, we are committed to diversity and inclusion as we continue and expand our efforts to become a more inclusive, safe, and respectful workplace. Human Resources will accommodate any needs under the Ontario *Human Rights Code* (OHRC) and the *Accessibility for Ontarians with Disabilities Act* (AODA). Recruitment processes will be modified to remove barriers to accommodate those with disabilities, as may be requested and/or required by law.  If you require accommodation during any phase of the recruitment and selection process, please reach out to Human Resources at hrdept@sndevcorp.ca.

**NOTE: If you are unable to apply through the website, resumes can be dropped off at the Administration building between 9:00am and 4:00pm Monday-Friday.**

**BENEFITS TO WORKING AT SNGRDC**

* Extended Health and Dental Benefits
* Pension
* Incentive Programs
* Performance based merit increases
* Team Member Recognition Program
* Comprehensive paid time off – vacation, sick, personal time, and paid holidays
* Education Reimbursement
* Company Mentorship Program
* Employee and Family Assistance Plan
* Training Opportunities
* Corporate Events