



Part-time Cook

Nimkee Nupigawagan Healing Centre

Location: Nimkee Nupigawagan Healing Centre, Muncey, Ontario

Compensation: \$23.00

Schedule: Sunday and Monday - 7:30 am-5:30 pm

Position Overview

The Part-Time Cook plays an essential role in supporting the healing, wellness, and daily care of Indigenous youth at Nimkee Nupigawagan Healing Centre. Food is understood not only as nourishment, but as an expression of relationship, community, culture, and care. Working collaboratively with the Lead Chef, the Part-Time Cook is responsible for preparing nutritious, high-quality meals in a safe, organized, and respectful manner that supports the physical, emotional, mental, and spiritual wellbeing of youth.

This position values both formal culinary experience and lived experience. Experience preparing meals for family, community gatherings, ceremonies, and cultural events is recognized and respected. The Part-Time Cook demonstrates a commitment to preparing balanced meals that generally align with Canada's Food Guide while remaining open to culturally grounded food practices and the inclusion of traditional Indigenous foods, celebrations, and seasonal teachings.

Key Responsibilities

Food Preparation & Service

- Prepare and cook meals in accordance with established recipes, dietary needs, and Canada's Food Guide
- Ensure meals are prepared and served according to scheduled times
- Accommodate special dietary requirements and requests as needed
- Collaborate with the Lead Chef to develop recipes and support menu planning
- Assist in creating balanced, nutritious menus that meet participant needs

Food Safety & Quality Control

- Ensure all kitchen safety and sanitation standards are met in accordance with Public Health, Ministry, and organizational guidelines
- Inspect food items for freshness and quality; discard items that do not meet standards
- Follow all food handling, storage, and sanitation procedures

Kitchen Operations

- Maintain a clean, organized, and efficient kitchen environment
- Clean utensils, equipment, and workstations regularly

- Monitor inventory levels and assist with ordering food and kitchen supplies
- Ensure kitchen equipment is used safely and appropriately

Collaboration & Communication

- Work collaboratively with kitchen staff and interdisciplinary team members
- Attend and participate in staff meetings as required
- Keep the immediate supervisor informed of kitchen operations, concerns, or emergencies
- Contribute to a respectful and team-oriented workplace culture

Program Support & Professional Practice

- Participate in required training, including cultural competency, trauma-informed practice, and safety training
- Support a culturally safe, respectful, and inclusive environment for participants and staff
- Uphold and adhere to all NNHC policies, procedures, and Code of Ethics
- Engage in ongoing professional growth and development

Indigenous Cultural Safety & Responsiveness

- Demonstrate respect for Indigenous cultures, teachings, traditions, and ways of knowing.
- Support a culturally safe, trauma-informed, and inclusive environment for youth, families, Elders, and staff.
- Participate in cultural competency, reconciliation, and organizational training as required.
- Work respectfully with Elders, Knowledge Keepers, Traditional Counsellors, and Cultural Staff when supporting feasts, ceremonies, and cultural events.

Youth & Residential Program Support

- Interact with youth in a respectful, supportive, and trauma-informed manner.
- Support positive mealtime experiences that promote healthy relationships, life skills, and community.
- Model professionalism, respect, and healthy eating practices.
- Maintain professional boundaries and uphold confidentiality at all times.
- Support special events, celebrations, outings, and community gatherings as required.

Documentation & Compliance

- Maintain records related to temperatures, sanitation, cleaning schedules, inventory, and food safety requirements.
- Support compliance with Public Health requirements, organizational policies, and accreditation standards.
- Report equipment concerns, shortages, incidents, or safety hazards promptly.
- Participate in continuous quality improvement and contribute ideas to improve kitchen operations and meal services.

Qualifications/Requirements

- Minimum 1 year of experience in a professional kitchen preferred; equivalent combinations of lived experience, such as preparing meals for family, community, or cultural gatherings, will be considered
- Culinary Certificate or Diploma considered an asset
- Experience operating in a high-volume kitchen is an asset
- Food Handler Certification (required)
- CPIC / Vulnerable Sector Check (required)
- Non-Violent Crisis Intervention certification (required)
- Strong knowledge of food safety, sanitation, and kitchen operations
- Experience with menu planning and nutritional awareness
- Valid Driver's Abstract (required)
- Fire Extinguisher and Fire Suppression Training (Required – training provided)
- Kitchen environment requires standing for extended periods
- Ability to lift and move kitchen supplies as needed

Core Competencies

- Commitment to cultural safety, cultural humility, reconciliation, and anti-oppressive practice.
- Understanding that food, culture, and relationships are important components of healing and wellness
- Demonstrates openness to learning new recipes and preparing foods from diverse cultures and traditions while supporting nutritious, enjoyable, and meaningful meal experiences.
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Attention to detail and commitment to quality
- Commitment to Indigenous ways of knowing, cultural teachings, and relationship-based approaches to healing and community care.

Working Conditions

- Work takes place primarily in a commercial kitchen environment and may occasionally include community settings, outdoor spaces, and special activities.
- Requires standing, walking, bending, reaching, and repetitive movements for extended periods, as well as lifting and carrying food products, kitchen supplies, and equipment.
- Work involves the safe operation of commercial kitchen equipment and exposure to heat, steam, sharp utensils, cleaning chemicals, and other kitchen-related hazards.
- Work may involve preparing meals for varying group sizes and responding to changing schedules, dietary requirements, and program needs.

- Work requires adherence to food safety standards, infection prevention and control practices, organizational policies, and health and safety requirements.
- The position may require occasional schedule adjustments to support organizational and program needs.

Required Training

- ☐ Accessibility for Ontarians with Disabilities Act (AODA) Training
- ☐ Cultural Competency
- ☐ CPR First Aid
- ☐ ASIST Training/Life is Sacred
- ☐ CPI (Nonviolent Crisis Intervention)
- ☐ Fire Safety Training
- ☐ Fire Extinguisher Training
- ☐ Knowledge Test - Physical Restraints & Non-Use of Mechanical Restraints
- ☐ CCPC Global Accreditation Certification (Support Workers)
- ☐ Infection Prevention Training
- ☐ Hygiene Training
- ☐ Safe Food Handling
- ☐ Serious Occurrence Training
- ☐ WHMIS
- ☐ Workplace Violence Prevention
- ☐ Children's Residential Licensing Orientation Video
- ☐ Prohibited Methods of Discipline and Intervention
- ☐ Diversity Training (2SLGBTQIA+)
- ☐ Pharmacology Training

Closing Statement

The Part-Time Cook plays an important role in supporting the healing, wellness, and daily care of young people through the preparation of nutritious meals and the creation of positive mealtime experiences. Through culturally safe, relationship-based, and trauma-informed practices, this role helps foster a sense of community, belonging, and wellbeing while honouring Indigenous values, diverse food traditions, and the important role that food plays in connection and belonging.

Accessibility and Equity Statement

As an Indigenous-led organization, Nimkee Nupigawagan Healing Centre is committed to fostering a culturally safe, trauma-informed, inclusive, accessible, and respectful workplace that honours Indigenous ways of knowing and promotes equity, dignity, and belonging.

Accommodations are available in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and organizational policies throughout the recruitment, selection, and employment processes.

Preference may be given to qualified Indigenous applicants (First Nations, Métis, and Inuit) in accordance with applicable human rights legislation and organizational hiring policies.