

# Short Order - Cook/Canteen

<b>Employer:</b>	Ketegaunseebee Garden River First Nation		
<b>Posted:</b>	11 months ago	<b>Closing Date:</b>	June 02, 2023
<b>ES Job ID:</b>	14315	<b>Location:</b>	Garden River
<b>Sector(s):</b>	Food & Hospitality	<b>Duration:</b>	N/A
<b>Salary:</b>	18.1		

## Job Description:

Position: Short Order - Cook/Canteen  
Starting Range: \$18.10 - \$19.95  
Location: 20 Syrette Lake Road, GRFN Bingo Entities  
Start Date: ASAP

The Short Order Cook is responsible for the management and operations of the kitchen and to ensure that the operations are efficiently carried out, in accordance with the rules and regulations of the Garden River First Nation Bingo Enterprises policies and procedures. The Short Order Cook is directly responsible and reports to the Canteen Supervisor. The Short Order Cook functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

## DUTIES

- Organizing and overseeing the kitchen startup;
- Preparing foods that emphasize fast service and quick food preparation;
- Preparing a limited selection of menu items;
- Preparing, mixing and cooking ingredients according to selected recipes, using a variety of kitchen equipment;
- Sorting food supplies into individual size portions to be kept frozen until needed and /or cook and keep warm until served;
- Monitoring temperature of ovens, stove tops, grill and refrigeration;
- Ensuring that customers are properly and promptly served;
- Responsible for ordering, receiving, storing and safekeeping of food as per regulations;
- Stocking kitchen supplies;
- Inspecting, troubleshooting and maintaining kitchen equipment;
- Completing of daily inventory of stock including counting, issuing, and recording;
- Delegating tasks to kitchen staff if required;
- Cleaning all kitchen appliances, equipment, walls and other surfaces on a daily, monthly or annual basis as per the kitchen policies and procedures;
- Securing the canteen/kitchen facilities by turning off equipment, removing and storing garbage, locking doors and setting alarm;
- Advising the Canteen Supervisor on contentious issues, personnel or other matters;
- Assisting with the annual preparation of the canteen/kitchen operational budget;
- Planning, recommending and implementing changes to enhance the kitchen operations and profitability;
- All other duties that may be required and/or assigned;

**Required Skills:**

- Post secondary diploma in chef training or minimum two (2) years related work experience;
- Must have knowledge of kitchen/restaurant procedures and internal controls related to food preparation, food handling, storage, hygiene, safety, etc.;
- Must have pleasant, courteous and professional personality to deliver quality customer service;
- Ability to operate and maintain cooking equipment such as grill, deep fryer, etc.
- Ability to work well in a team environment;
- Ability to lift/unload/move food supplies;
- Must be willing to work flexible hours and/or shift work;
- Ability to offer excellent customer service to clients
- Must undergo a criminal record check prior to employment (At Applicant Expense)

**How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*  
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:  
June 02, 2023

@ 12:00pm. Please address the envelope and/or email \"Cook - 2023-65\" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.  
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.