



**Gwa'sala-'Nakwaxda'xw School**  
PO Box 1799, 182 Ba'as Road  
Port Hardy, BC V0N 2P0  
Phone (250) 949-7743 Fax (250) 949-7422  
Website: [www.gnschool.ca](http://www.gnschool.ca)



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### **Employment Opportunity School Chef**

A full-time school chef position is being offered at Gwa'sala-'Nakwaxda'xw School for the 2023-2024 school year, starting on August 28, 2023. This is a one-year position with the possibility of continuation.

Under the supervision of the School Administrator, the chef will order, prepare, and serve healthy food and support the supervising cook/culinary assistant or chef instructor.

The Gwa'sala-'Nakwaxda'xw School is a band-operated independent school located in Port Hardy, British Columbia that enrolls 125 students from Preschool to Grade 7 (<https://www.gnschool.ca> or the Gwa'sala-'Nakwaxda'xw School on Facebook)

#### **Responsibilities:**

- Ordering all food supplies for breakfast, snack and lunch programs
- Baking
- Preparing and serving hot and cold meals
- Cleaning of kitchen, cafeteria and dishes
- Operating kitchen equipment and dishwasher
- Monitoring and assisting in restocking and maintaining supply levels
- Maintain a positive rapport with students, staff and other facility users
- Gives direction to students who are assisting/working in the cafeteria
- Be willing to participate in cultural, school, and community events and learn from parents and community members

#### **Education and Qualifications:**

- Completion of Grade 12
- One year post-secondary education as a cook apprentice, or cook training level one or baking/pastry training or a combination of education and experience
- Food Safe Level 1 certified
- Emergency First Aid certified
- Advanced knowledge of commercial kitchen food preparation, presentation, service, portion control, cook and baking techniques

#### **Skills, Knowledge and Abilities:**

- Knowledge of BC Indigenous people and experience working with Indigenous communities
- Working knowledge of school operations, policies and procedures
- Ability to lift and transfer supplies and perform clean-up activities
- An interest in, and ability to work effectively with students
- Ability to work with minimal supervision
- Ability to multi-task in a fast-paced environment
- Working knowledge of methods, equipment and ingredients used in a commercial kitchen or food operation
- Working knowledge of healthy and safe work practices in accordance with WorkSafe BC Regulations for Workers, and the ability to instruct others

#### **Additional Information:**

- Shifts are 7 hours per day, up to 35 hours per week, Monday - Friday, while in session
- Some hours are flexible to coordinate with food deliveries
- Salary will be based on experience and qualifications

Closing date for this position is **June 30, 2023, at 3:00 PM**. Only those short-listed candidates will be contacted. Please fax, mail, or e-mail applications, including a cover letter stating your interest, and a current resume listing experience, qualifications and references:

Reed Allen - Principal  
Gwa'sala-'Nakwaxda'xw School  
Box 1799, Port Hardy, B.C., V0N 2P0  
Tel: (250) 949-7743 Fax: (250) 949-7422  
E-mail: [rallen@gwanak.bc.ca](mailto:rallen@gwanak.bc.ca)