



**INTERNAL / EXTERNAL POSTING
EMPLOYMENT OPPORTUNITY
Starting August 2022**

Position: Kitchen Lead Cook (Matawa Student Care Centre)

Matawa First Nations is a progressive Tribal Council of nine Ojibway, Cree and Oji-Cree Northern Ontario First Nations. The Matawa Education Department delivers a variety of education programs and services for Matawa First Nation schools. The Matawa Education and Care Centre has recently completed a Student Accommodation Care Centre that will house up to 100 students from Matawa northern communities while they attend secondary school in Thunder Bay

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

Matawa Education Department and Matawa Student Care Centre invites applications for the position of Kitchen Lead Cook within the Matawa Education and Care Centre Kitchen.

Position Summary:

Reporting to the Matawa Care Centre Manager and the Executive Director, the Kitchen Lead Cook (KLC) is responsible for the organization, meal planning, budgeting, ordering, scheduling and daily operations of the kitchen and kitchen staff for the Matawa Education and Care Centre. The KLC will be first in command within the MECC kitchen and will be responsible for providing daily meals to students attending school and living in the Matawa Student Care Centre (MSCC). The KLC will be responsible for working with the Care Centre Manager in all duties associated with the kitchen, developing policies for the food service staff and dealing with the day to day operations of the kitchen and cafeteria.





The Matawa Student Care Centre is 24-hour accommodations that runs the duration of the school year. The Kitchen in the Matawa Education and Care Centre will service all students attending the MECC as well as all students residing in the accommodations. The kitchen will provide 3 meals a day, 7 days a week plus additional snacks and special occasion food. The Kitchen Lead Cook will help the Care Centre Manager to develop budgets and ordering procedures as they relate to the kitchen and food service, based on direction from the Executive Director. The KLC is responsible for assisting the Care Centre Manager with the preparation of proposals, budgets, work plans, quality assurance and reports for the Matawa Care Centre. In addition, the KLC will ensure kitchen staff read, understand, and accept all MFNM Policies and Procedures, and will take the lead on the supervision of kitchen staff as per Matawa personnel policies and procedures. The KLC will be the lead in the day-to-day operations of the kitchen. The KLC will ensure they have a consistent focus towards the goals and vision of the MSCC regarding health and nutrition

Preferred Qualifications / Requirements:

- College diploma in one of the following areas: Red Seal Chef Certification or Culinary and Hotel Management; and equivalent supervisory work experience; is considered an asset;
- Successful Cooking and Supervisory experience preferred;
- Proven ability to manage a kitchen setting;
- Demonstrated working knowledge of Anishinaabe students and family cultural needs;
- Knowledge of legislation, regulations, policies and procedures for safe food handling in a congregate care setting;
- Excellent understanding on food handling, menu planning, recipe creation and training;





We offer competitive salary and benefits commensurate with education and work experience. This position will be based in Thunder Bay at the Matawa Education and Care Centre. This is a contract position Starting August 15 2022 until June 28 2023, with a possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please visit the Matawa website: www.matawa.on.ca.

Please submit a cover letter with resume and three employment references to:

Vida Baxter, Student Care Centre Manager

Matawa First Nations Management

RE: KITCHEN LEAD COOK

200 Lillie Street North
Thunder Bay, ON P7C 5Y2

Fax: (807) 768-3301
Email: education@matawa.on.ca

We thank all applicants for their interest in working with Matawa First Nations; however, only those selected for an interview will be contacted.

Application Deadline: Until Filled

