

INTERNAL / EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: General Cook – Full Time

Background:

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.

The Matawa Education Department supports quality, accessible, community-based educational services for seven Matawa First Nation communities: Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Education and Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

The MECC opened 100 bed accommodations starting in 2022 for Matawa students living in Thunder Bay. This endeavor aimed to provide a safe, clean, and culturally appropriate space for students to live while completing their secondary school education.

Matawa is inviting applications for the position of **General Cook** with the Matawa Education and Care Centre as part of the Matawa Student Care Centre Kitchen.



Position Summary:

As a member of the Matawa Care Centre team, the General Cook (GC) supports students living at the Matawa Student Care Centre as well as students attending the Matawa Education and Care Centre with daily nutritious meals. The GC will ensure they have a consistent focus towards the goals and vision of the MECC kitchen. The GC is quick, diligent, and willing to improve on the job. They will be able to follow instructions as well as all health and safety rules in the kitchen. The ideal candidate will also be able to function in a fast-paced, busy environment as a part of a team. The GC will follow the recipes and menu plan set out by the Kitchen Lead Cook and prepare meals as part of a team while practicing high standards of Health and Safety requirements as set out by the Thunder Bay District Health Unit.

Qualifications/Education/Training:

The incumbent must have proficient knowledge in the following areas:

- Grade 12 diploma.
- College diploma in: Culinary Management; or equivalent kitchen work experience; is considered an asset.
- 3 years of successful restaurant or cooking/prep cooking experience preferred.
- Ability to work independently and with confidentiality.
- Understanding of issues faced by First Nation youth.
- Demonstrated working knowledge of Anishinaabe students and family cultural needs.

Applicants must be willing to work daytime, early and late shifts, and over the weekends. Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with coworkers, students, administration, government, and First Nations; and hold a valid driver's license or the ability to obtain. Applicants must be able to provide a clean Criminal Reference/Vulnerable Sector Check.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.





Matawa
EDUCATION

Salary: \$45,000 - \$55,000 annually, commensurate with education and work experience.

Please send your cover letter and resume with three employment references to:

Matawa First Nations Management

RE: General Cook

200 N Lillie Street

Thunder Bay, ON

P7C 5Y2

Fax: (807) 768-3301

Email: careers@matawa.on.ca

Application Deadline: August 21, 2026

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

