

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.



POSITION DESCRIPTION

Position Title:	Food Service Worker	Classification:	Grid Level 3 \$20 - \$25 per hour (Based on education and experience)
Department:	Health	Type:	Coordinator
Status:	Current	Hours of work:	35 hours per week
Responsible To:	Associate Health Manager		
Location:	Snxastwilxtn Centre		

Job Summary:

Under the supervision of the Associate Health Manager, the Food Services worker is responsible for the coordination of daily activities related to food service initiatives within the Penticton Indian Band Health Department. The Food Services worker will work as part of a team to ensure the safe and efficient delivery of a healthy and nutritious food service component, for community members, staff and visiting delegates to Snxastwilxtn Centre and Youth Centre. All facets of food service will be mindful of the Okanagan/Syilx teachings and protocols

Core Competencies:

- Current Food Safe
- Extensive knowledge in food preparation, preserving, and serving
- Exceptional Organizational skills
- Proficiency in time management skills
- Knowledge of Okanagan/Syilx teachings and protocols related to providing food services to the community
- Ability to budget and prepare compiled lists
- Good communication skills – verbal and written

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Work with Health, to coordinate and deliver community and program-based food services i.e., Program and Clinic food needs /meetings, Youth programs and elders as needed.
- Coordinate weekly, monthly program menu plans, shopping lists – weekly shopping
- Coordinate the monthly Healthy Harvest Box Program, with Health
- Coordinate and work with S&S volunteer cooks to ensure healthy meals, in absence of S&S volunteer cooks take lead as cook to ensure program happens
- Carry out food acquisition duties for programs noted above and submit requests as required. example: grocery shopping, budgets, memos, freezer and fridge, pantry inventory maintained
- Contact and arrange food requests booked with Rooms – communicate with Health Manager/Accounting if invoices need to be sent and provide details i.e., ONA room and food request rental – ONA invoice need for payment.
- Provide food preparation duties as required by various Health coordinators for Snxastwilxtn Centre.
- Work with Health team to develop and maintain a menu planning database specific to identified health concerns, including diabetes, heart conditions and family health, current state

- Participate in Health Program planning meetings as required.
- Cleaning and maintenance of Kitchen facility, including daily laundry of linens/counters/dishes-washed and put away and food safe packaging and storage of foods,
- Monthly and bi-monthly oven cleaning, cabinets, windows, vent hoods and dishwasher.
- Tracking and reporting of equipment deficiencies
- Food inventory tracking, date tracking
- Training of volunteer cooks in proper use of kitchen appliances and procedures for safety
- Participate in program and community events as required.
- Participate in Monthly and bi-monthly staff meetings
- Maintain PIB catering rotation list – list and files of potential caterers
- Provide PIB departments with names and contacts of next caterer
- Submit Call for Caters with info from PIB department hiring
- Collect all Catering submissions – support PIB department in selection process
- Provide Caters and PIB department with evaluation forms

Accountability

- Quality food preparation for all programs
- Food Safe handling practices
- PIB Catering policy
- Provincial and FNHA Diabetic/Heart healthy meals /snacks
- PIB HR policy, and PIB Health policy/procedures

Relationships

Internally

- Reports to Associate Health Manager
- Collaborates with program coordinators in Health
- Coordinates with all PIB departments when using Snxastwilxtn Centre
- Orientation and Supervision for Volunteers in kitchen and HHB program
- Attend Monthly Health team meetings, and other meetings as directed
- Quarterly Health report to Manager
- Annual Community report

Externally

- Food service area in Annual CBRT to FNHA – ADI, AHSOR, Primary care, elder care

Decision Making

Level of decision-making authority expected is low, maintain Food Safe regulations

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 10
- Culinary Arts Training or equivalent experience

Other Certification, Licenses, Designations and/or Training

- Current Food Safe
- Class 5 Drivers license and clean driving abstract
- Criminal record check
- Annual TB screening

Specific Job Skills and Levels

- Proven organizational and time management skills
- Knowledge of Microsoft Office programs – Word, Excel,
- Solid experience in food selection, preparation, storage and preserving techniques
- Excellent public relations and hospitality skills
- Good Oral and written communication skills
- Ability to work in a multidisciplinary team environment
- Ability to work independently with minimal supervision
- Knowledge of Okanagan/Syilx teachings and protocols related to cooking and food service

Minimum Level of Experience

- 1 year experience cooking and working in First Nation community

Personality Traits (Required to be successful in position)

- Approachable
- Dependable
- Self motivated, takes initiative to fill time
- Community and team oriented
- Empathetic
- Compassionate
- Non-judgmental

Assets:

- Knowledge of Traditional food preparations and preserving
- Knowledge of Okanagan Culture, teachings and protocols related to food
- Group facilitation training
- Community programming training
- Trauma Informed Practice Guidelines

Working Conditions:

This position has a shared office space, computer, and telephone. This space is located away from the kitchen and approximately 25% of work time is done in office. Majority of work is 50% in kitchen cooking and other 25% time is spent shopping, cleaning etc. This position has connection to the program teams daily, and will at times work alone, independently

Mr. Rory Gabriel- Human Resources
Penticton Indian Band
Email: jobs@pib.ca
DEADLINE: Until Filled

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education. The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, and creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'TN (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.