



Sturgeon Lake School

Postal Bag 5

Valleyview, AB T0H 3N0

Phone: (780) 524-4590 Fax: (780) 524-3696



Employment Opportunity

Hot Lunch Program Cook

Sturgeon Lake School is seeking a Full time Hot Lunch Program Cook for the 2024-2025 School Year.

Roles and Responsibilities

- Observes and promotes safe work practices and procedures;
- Directs the preparation of food according to standardized recipes and established food preparation procedures;
- Assesses the appropriate quantity of food to order, prepare and serve;
- Secures food and supplies according to established guidelines and requirements;
- Receives and verifies all deliveries and refuses unsatisfactory products or services;
- Directs, supervises, and evaluates all kitchen cleaning functions;
- Supervises food service functions to ensure that food is served in a safe and sanitary environment;
- Weekly menu planning & ordering supplies
- Follows standards of food safety in preparing, serving, and storing food
- Maintains a clean and sanitary work environment
- Maintains high standards of personal hygiene
- Able to work independently or with minimal supervision
- Ability to communicate effectively and professionally with students, parents, teachers, principal and co-workers

Physical Requirements

- Ability to stand for extended periods
- Ability to lift up to 40 pounds
- Ability to work in the presence of loud background noise

Qualifications

- Food Handling/Safety certification
- Food preparation experience or training
- Good physical and mental health
- Reliable and Dependable
- Is able to work as a team player
- all other duties assigned

Your application should include

- Cover letter, detailed resume, three references with current contact information
- A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

Deadline: Wednesday, September 11, 2024

Email or submit your resume with relevant documentation to:

Employment@sturgeonlake.ca