



GITKSEN WEST SECONDARY SCHOOL

COOK JOB DESCRIPTION

GITKSEN WEST SECONDARY SCHOOL

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment.

JOB SUMMARY

The Cook is responsible for working collaboratively with a Nutritionist/Dietician to establish and implement a monthly, healthy, and nutritious breakfast and lunch program. This position oversees menu planning, budgeting, food inventory, and the daily preparation, cooking, serving, and clean-up of meals from Monday to Friday.

Gitksen West Secondary School is a brand-new facility with a full commercial kitchen. The Cook plays a key role in maintaining the kitchen to a high standard of care, ensuring that all equipment is operated, cleaned, and maintained in accordance with manufacturer requirements and that warranty conditions are protected.

The Cook is also responsible for supervising and supporting the Assistant Cook and ensuring that all food service operations meet food safety, sanitation, and nutrition standards, while supporting student learning and career development through supervised work experience, culinary studies, and college culinary programs leading to Level 1 Culinary Arts credit.

REPORTS TO

1. Principal

EMPLOYMENT QUALIFICATIONS

- Level 2 Professional Cook's Training (Red Seal considered an asset)
- Knowledge of food service management principles, including menu planning, purchasing, and budgeting
- Knowledge of recipe modification, food preparation, and large-volume food production
- Knowledge of inventory control, procurement, and safe storage of food and supplies
- Current FoodSafe Certification
- Valid First Aid/CPR
- WHMIS Training

- Ability to collaborate with a Nutritionist/Dietician to develop healthy menus aligned with the Canada Food Guide
- Knowledge of nutrition, food values, sanitation standards, food handling, personal hygiene, and safety procedures
- Ability to lift, unload, and store food and kitchen supplies
- Ability to safely operate commercial kitchen equipment
- Demonstrated ability to develop, manage, and adhere to a monthly food budget
- Experience working with youth in a school environment
- Strong verbal and written communication skills
- Effective problem-solving and decision-making abilities
- Positive role model for students and staff
- Strong organizational, planning, and time-management skills
- Ability to work efficiently in a fast-paced, multi-tasking team environment
- Ability to follow Gitksan West Secondary School policies and procedures
- Ability to work independently and collaboratively as part of a team
- Basic computer skills, including the ability to prepare monthly and year-end reports
- Clear Criminal Record Check with Vulnerable Sector Screening

DUTIES AND RESPONSIBILITIES

The Cook is responsible for all aspects of daily meal service, including breakfast and lunch preparation, food production, kitchen operations, and program coordination.

1. Program Values & Professional Standards

- Uphold and support the Gitksan West Secondary Society's Vision, Mission, Philosophy, Guiding Principles, and Strategic Plan
- Serve as a positive role model for students by demonstrating professionalism, respect, and healthy lifestyle practices
- Maintain confidentiality and professionalism when interacting with students and staff.

2. Meal Preparation & Food Service

- Prepare, cook, and serve nutritious, high-quality breakfast and lunch meals
- Ensure meals are served in appropriate portions and presented in an appetizing manner
- Accommodate special dietary needs, allergies, and cultural considerations as required
- Ensure consistent meal quality across all service days
- Support efficient meal service that meets school schedules.

3. Nutrition, Menu Planning & Recipe Development

- Plan healthy, balanced menus aligned with the Canada Food Guide and school nutrition guidelines
- Work collaboratively with the Nutritionist/Dietician to develop, review, and adjust menus
- Evaluate the nutritional value, taste, texture, and appearance of meals

- Test, adapt, and introduce new recipes to increase student engagement and participation
- Promote nutrition education and healthy food choices informally through the meal program.

4. Food Safety, Sanitation & Compliance

- Maintain proper food temperatures during storage, preparation, and service
- Follow approved FoodSafe procedures for thawing, preparation, storage, and service
- Ensure compliance with all food safety, sanitation, and health regulations
- Maintain kitchen cleanliness, sanitation standards, and daily, weekly, and monthly cleaning schedules
- Ensure safe handling, storage, and labeling of food products.

5. Inventory, Purchasing & Budget Management

- Maintain accurate inventory control and ordering systems
- Order food and kitchen supplies as required, ensuring cost-effectiveness and quality
- Receive, inspect, and verify deliveries against delivery slips
- Develop, monitor, and adhere to the approved monthly food budget
- Minimize food waste through proper planning, storage, and portion control.

6. Equipment Operation & Maintenance

- Safely operate and monitor commercial kitchen equipment
- Report equipment malfunctions or maintenance needs promptly
- Ensure kitchen equipment is cleaned, maintained, and used according to manufacturer guidelines
- Coordinate with administration or maintenance staff for equipment repairs or servicing.

7. Supervision, Training & Teamwork

- Supervise, support, and provide direction to the Assistant Cook
- Assist with training staff in food safety, meal preparation, and kitchen procedures
- Foster a positive, cooperative, and respectful kitchen work environment
- Collaborate effectively with school staff and administration.

8. Student Engagement, Work Experience & Culinary Learning

- Supervise and mentor students participating in:
 - School-based work experience placements
 - Secondary culinary studies programs
 - Post-secondary or college culinary programs leading to Level 1 Culinary Arts credit
- Provide hands-on instruction in:
 - Basic culinary skills and food preparation techniques
 - Kitchen safety, sanitation, and FoodSafe practices
 - Menu planning, nutrition principles, and food service operations

- Model professional kitchen standards, teamwork, time management, and workplace expectations
- Ensure all student participation complies with FoodSafe, WorkSafeBC, post-secondary program requirements, and school safety policies
- Collaborate with teachers, counsellors, administrators, and post-secondary partners to:
 - Support student learning outcomes
 - Complete required documentation and assessments
 - Maintain compliance with dual credit or articulated program standards.

9. Reporting, Communication & Administration

- Submit required monthly reports to the Principal and complete year-end reporting
- Maintain accurate records related to menus, inventory, budgets, and food safety
- Communicate effectively and professionally with administration, staff, students, and suppliers
- Participate in meetings related to nutrition programs or school operations as required.

10. Flexibility & Other Duties

- Assist with special events, cultural celebrations, or school activities involving food service
- Adapt kitchen operations to support student learning opportunities while maintaining food safety and service standards
- Perform other related duties as assigned.

11. Equipment, Facility & Warranty Management

- Operate and maintain all commercial kitchen equipment according to manufacturer guidelines
- Ensure cleaning, usage, and maintenance practices do not void equipment warranties
- Identify warranty-covered issues and report them promptly to administration
- Coordinate service calls and documentation for repairs under warranty
- Maintain records related to equipment servicing, maintenance schedules, and warranties
- Work collaboratively with school administration and maintenance staff to protect the long-term condition of the kitchen.

12. Facility Standards & Asset Care

- Maintain the kitchen and food service areas to a high standard consistent with a new facility
- Ensure kitchen spaces remain safe, functional, organized, and inspection-ready
- Support preventative maintenance practices for kitchen infrastructure and equipment.

WORKING CONDITIONS

- Full-time, school-based position operating Monday to Friday from 7am to 3:00pm with one-hour unpaid lunch.

- Work performed in a commercial kitchen environment.
- Regular standing, walking, bending, lifting, and carrying of food supplies and equipment.
- Exposure to heat, steam, and kitchen equipment.
- Fast-paced work environment with multiple tasks and time-sensitive demands.
- Regular interaction with students, staff, and delivery personnel.
- Adherence to strict health, safety, sanitation, and food-handling standards.
- Use of personal protective equipment as required.

Please Note: The schedule will be adjusted to accommodate when school is not in session such as professional development (non-instructional) days and school breaks.

GENERAL DISCLAIMER

THE ABOVE STATEMENTS are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Gitksen West Secondary School Board reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws.

EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksen West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

Cook’s Name

Cook’s Signature

Date

GWSS Principal’s Name

Principal’s Signature

Date

January 2026