

WPHL JOB OPENING

Job Title: Full-Time Cook's Assistant

Job Description:

The Cook's Assistant supports the preparation of healthy, balanced meals for clients while ensuring all cooking and cleaning activities follow health and safety guidelines. This role assists with maintaining food cost controls, following menu plans, and upholding accreditation standards for client care and safety. The incumbent must demonstrate reliability, good time management, and sound judgment, while support kitchen cleanliness and ensuring menus are carried out as planned.

Key Responsibilities:

- Plan and prepare nutritious meals and snacks, including traditional Cree foods alongside Main Cook.
- Maintain kitchen safety, hygiene, and food handling standards (temperature logs, proper storage, PPE)
- Ensure consistent food availability, including weekends and special events
- Monitor inventory, rotate stock, and purchase supplies within budget
- Accommodate dietary needs, allergies, and special diets
- Clean and sanitize kitchen and common areas (daily, weekly, monthly tasks)
- Maintain accurate records (menus, food logs, inventory, cleaning schedules)
- Safely store equipment and follow health and safety regulations
- Support clients with basic cooking skills and overall wellbeing
- Attend staff meetings and collaborate with team members
- Perform other related duties as required

Qualifications:

- **Education:** Grade 12 Diploma or equivalent. Post secondary education in culinary arts is an asset. Combination of education and experience will be considered.
- **License/Certifications:** First Aid/CPR, TDG, and WHMIS.
- **Experience:** Minimum 1 year of experience as a Cook, experience working on a First Nation is an asset.
- **Requirements:** Minimum 2 years sobriety; annual Criminal & Child Welfare checks.
- **Salary:** To be determined upon hire.

WAHPOW HEALING LODGE

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Beaver Lake Cree
Nation
T0A2C0



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**If you are interested
send in your resume to
the email listed above
today!**

**Closing date:
May 12, 2026**