Classification: Instructor Aide, Cook

Title: Essential Skills for the Workplace – Food Preparation

Location: The Lighthouse, North Battleford

Competition #: 86-BC-1819

Date Posted: January 24, 2019
Closing Date: February 1, 2019 at noon

Term: February 6, 2019 – April 30, 2019
Salary Range: As per the Collective Agreement

Term, Full-Time (300 hours)

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

Main Responsibilities:
Reporting to the Coordinator, Adult Basic Education, South Region, the Cook, Essential Skills for the Workplace (ESWP) is responsible for the development and delivery of food preparation and cooking workshops. Main responsibilities include, but are not limited to:

- Organizes program content to meet training requirements and program learning objectives by preparing the kitchen for the program.
- Delivers workshops using a variety of training strategies and techniques.
- Prepares two meals per day at The Lighthouse in North Battleford.
- Organizes and manages the classroom to ensure an optimum learning environment for all students. Monitors and counsels students on kitchen safety, cooking techniques and general food preparation.
- Records class attendance, marks, observations regarding student participation and progress, and incidents and reports to Supervisor as warranted.
- Performs other responsibilities and duties as may be assigned to contribute to the success of student learning and a positive participation experience in College programs and activities.

Qualifications, Skills, Abilities and Experience:

- Grade 12 matriculation with National Food Safety Training certification.
- Commercial/institutional cooking experience.
- A combination of education and experience applicable to the assignment may be considered.
- Knowledge of and ability to use and operate standard office software including word processing, email, spreadsheets, PowerPoint and the internet.
- Ability to utilize informational and critical listening skills.
- Ability to organize, prepare and present information in a concise and complete manner which will allow others to understand and comprehend the material and learning objectives and achieve desired learning.
- Ability to engage with students in a positive manner that assists and motivates them and contributes to their learning success.
- Demonstrated ability to have positive interpersonal relationships with all educational stakeholders: staff, partners, and clients.
- Ability to prepare and deliver appropriate clear and concise communications, both orally and in writing.
- Organizational skills to identify needs and establish priorities among competing demands.
- The knowledge and ability to implement strategies to promote and encourage diversity, individual dignity and mutual respect.
- Ability to manage classroom behavior and encourage and manage discussion groups with differing opinions and experiences.
- Ability to work independently as well as collaboratively with a variety of individuals including colleagues, managers and students to establish and maintain a positive working relationship to achieve program effectiveness.
- Ability to plan, organize, schedule and prioritize work and activities and perform effectively taking into account interruptions, conflicting and changing priorities and demands and application of deadlines.
- Ability to establish and maintain records appropriate to support program operational and information needs.
- Must possess a valid Saskatchewan Driver’s License and be willing to travel.
If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #86-BC-1819

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: careers@northwestcollege.ca