



GENERAL INFORMATION			
<b>Title:</b>	Headstart & Preschool Cook	<b>Department:</b>	Health & Education
<b>Reports to:</b>	Lead Early Childhood Educator	<b>Classification:</b>	.5 PTE
<b>Wages:</b>	\$19.00 per hour		

## POSITION SUMMARY & PURPOSE

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.

## RESPONSIBILITIES

### Primary Responsibilities

- Performs all duties and responsibilities in accordance with Xaxli'p policies, standards, and procedures, and as directed by the Lead Early Childhood Educator
- Maintains confidentiality on all matters relating to the affairs of Xaxli'p
- Plan nutritious meals and snacks Menus
- Prepare nutritious meals and snacks
- Clean dishes, cupboard surfaces, floors, and appliances
- Grocery shopping

## QUALIFICATIONS

### Education, Training and Experience

- Valid Food Safe certificate
- Valid Driver's License and Clear Drivers Abstract
- Clear a Criminal Record Check and Vulnerable Sector Check
- Provide a copy of immunization records

### Knowledge, Skills and Abilities

- Follow Food Safe & Health Regulations
- Ability to work independently and as a part of a team
- Provide nutritious meals as flowed in the Canadian food guide and First Nations food guide

Please submit your resume and a cover letter outlining your qualifications:

**Email to** [admin@xaxlip.ca](mailto:admin@xaxlip.ca) or **Mail to** Xaxli'p PO Box 1330 Lillooet BC V0K 1V0

*Xaxli'p First Nation is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Member (Must have the required qualifications, as defined, for the position)*