



Driftpile Cree Nation

EMPLOYMENT OPPORTUNITY

POSITION: MANAGER / LEAD COOK
DEPARTMENT: DRIFTPILE CREE NATION TRUCK STOP RESTAURANT
SUPERVISOR: ECONOMIC DEVELOPMENT MANAGER

JOB OVERVIEW: Reporting to the Economic Development Manager, the Manager/Lead Cook will be required to ensure the restaurant operates efficiently and successfully. This role entails managing all restaurant staff, creating/maintaining scheduling, keeping track of restaurant inventory, ensuring the workplace is compliant with local safety standards and other managerial duties as required. The Restaurant Manager/ Lead Cook is vital to the operation of the restaurant as well as the customer experience to ensure repeat business.

DUTIES & RESPONSIBILITIES:

- Receive orders from front end staff and prepare food promptly and according to customer preference.
- Accommodate customer's food allergies and dietary needs
- Manage restaurant staff, customer experience and the food preparation process.
- Perform quality checks on food being served to customers.
- Maintain a high standard of cleanliness, sanitization, and order in the kitchen area.
- Train staff in the preparation, cooking, and handling of food.
- Ensure kitchen tools/utensils are in good condition and used correctly to ensure longevity.
- Monitor restaurant inventory and reorder supplies/ ingredients as needed.
- Setting up the workstation for designation shift.
- Know and comply with applicable food service safety regulations and best practices.
- Performs other duties as assigned by the Economic Development Manager.

EDUCATION/EXPERIENCE:

- Restaurant Manager/Cook: 3 – 5 years
- Customer service: 1 – 2 years
- Minimum high school completion
- Food handling certificate
- Fluency in Cree is an asset
- Criminal record and Child Intervention record checks will be required.
- Detail-oriented and creative
- Strong verbal and written communication skills
- Able to work in a team environment
- Experience utilizing different cooking tools, equipment, and methods
- Able to follow recipe instructions and adjust recipe measurements
- Able to withstand long hours of standing

Key Competencies:

- Strong supervisory skills, inventory management, and financial tracking.
- Detail oriented with strong analytical, time management and organizational skills.
- Good communicator and ability to work well in a team environment.
- Ability to work with minimal supervision.
- Responsible and takes ownership.

Closing Date: Midnight, November 18th, 2022

Send cover letter & resumes to:

**Driftpile Cree Nation
Sheila Collins, Human Resource
Email: humanresources@dpcn.ca
Fax: 780-355-3650**

****Please be advised only suitable applicants will be notified****