

## EMPLOYMENT OPPORTUNITY

**POSITION:** COOK (FULL TIME)  
**PROJECT:** "FOOD SECURITY PROGRAM"  
**LENGTH:** January until March 31, 2021 (with possibility of extension)

*The Native Friendship of Montreal (NFCM or 'Centre') is a non-profit, non-sectarian, autonomous community development agency, whose principal mission is to promote, develop and enhance the quality of life in the urban Indigenous community of Montreal. We are currently seeking a highly motivated individual to assume the position of cook.*

*The objective of the Food Security Program is to ensure access of nutritious food baskets, frozen meals, daily lunch/breakfast, and occasionally community dinners to the Indigenous community. The typical client profile is Indigenous families, elders and individuals who are currently facing food insecurity in Montréal. The NFCM is working closely with the NETWORK and other partner organizations to offer this Food Security Program. Applicants must be able to pass a criminal background check.*

### ACCOUNTABILITY

The successful candidate will report directly to the Executive Director, the Services Coordinator, or the designated and will be responsible for providing direct integrated services and assistance to Indigenous clients. He/she will also work closely with NFCM personnel and external agencies to support the objectives of the Food Security Program.

### QUALIFICATIONS

- Minimum of 3 years experience working as a cook;
- Experience working with Indigenous peoples and understanding of the challenges faced by the urban Indigenous community;
- Must have the physical ability to lift and carry items weighing up to 22.7 kg (50 lbs.);
- Strong time management and teamwork skills.
- Reliable, punctual, honest, professional;
- Must be available to work flexible schedule days and evenings Monday through Friday;
- DEP en cuisine d'établissement ou l'équivalent
- Training accredited by the MAPAQ in hygiene and food safety
- Valid Québec Class 5 Driver's License with acceptable driving record (an asset);
- Bilingualism (English and French) written and spoken is required in this position; an Indigenous language is an asset;
- First Aid / CPR / ASIST certification an asset.

### RESPONSIBILITIES

- Ensure the quality of the meals ;
- Prepare, season, cook, portion and freeze food, minimizing food waste;
- Monthly menu planning;
- Assist in the handling and control of food and non-food supplies
- Practice workplace health and safety procedures
- Operate, clean and maintain food services equipment and facilities
- Manage food safety
- Assist with the preparation of food baskets if needed;
- Actively participate in team debriefing sessions, staff meetings, etc.;
- Other duties/responsibilities as delegated by the Executive Director, the Services Coordinator or the designated.

### WORKING ENVIRONMENT/HOURS

Full-time (37.5 hours per week), Monday through Friday, days and evenings (may vary). Hourly rate: \$25/hr. Attendance at events, meetings, training, and workshops is mandatory.

**CLOSING DATE: Applications will be accepted until Friday December 4, 2020 at 5PM**

**PLEASE FORWARD YOUR RESUME AND COVER LETTER to:**

**Native Friendship Centre of Montreal Inc.**

**2001, blvd St-Laurent**

**Montreal, QC H2X 2T3**

[info@nfc.org](mailto:info@nfc.org)

**Fax: 514.499.9436**

<https://nfc.org/en/>

**Applications will not be accepted beyond the closing date.**

**Only those applicants selected for an interview will be contacted.**

**Preference will be given to Aboriginal (First Nations, Métis, Inuit) applicants but all are encouraged to apply.**