



Employment Opportunity

Position: Culinary Assistant

Location: Kenora Campus

Start Date: June 2026

Deadline: June 9, 2026

Duration: Casual, Permanent

Wage: \$28.09/hour

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Brian Kozak, Campus Director, Manidoo Baawaatig at briank@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Culinary Assistant

Job Description

General description

In collaboration with the Banquet and Event Chef, the Culinary Assistant is encouraged to provide healthy yet nutritious menus. The Culinary Assistant will help with developing, implementing, modifying, and preparing catered meals for students, staff, banquets, events, and meetings at Manidoo Baawaatig. The Culinary Assistant will act as a team member and collaborate with event/banquet personnel for functions and special events.

Qualifications and skills requirements

1. Thorough knowledge and understanding of occupational health and safety standards for the foodservice industry
2. Two (2) years experience as a cook in the foodservice industry
3. Excellent understanding of management in the foodservice industry
4. Current Food Safe certification is an asset
5. Current First Aid Level 1 Certification is an asset
6. Time management and organizational skills, passion for cooking and excellent attention to detail
7. Experience in kitchen operations
8. Good communication skills, verbal and written
9. Ability to adapt to changes

Supervisor: Campus Director, Manidoo Baawaatig

Job duties/responsibilities

The Culinary Assistant will be responsible for the following:

1. Meet daily with the Event team to discuss menu preparation and production strategy
2. Coordinate and be responsible for the handling, preparation, production, and timely service of breakfast, lunch, dinner, and snacks following approved methods and standards
3. Ensure all meals are prepared according to client scheduling and within the menu plan and budget guidelines
4. Prepare meals as per the menu plan provided.
5. Ensure adequate quantities of the menu choices are prepared as per the menu plan and follow all production quotas set
6. This position requires that all meals be as close to consumption time as possible.
7. Supervise all portioning to meals on the serving line to ensure all clients are receiving amounts specified



8. Ensure proper storage and rotation of all food supplies
9. Prepare and send food orders
10. Assist in the cleanliness and maintenance of the kitchen and serving areas
11. Replenish desserts and condiments as required
12. Be aware of food allergies
13. To work as a team member to ensure event success

Relationships

Internal

1. **Faculty and Staff** – providing catering for events, meetings, or daily meals.
2. **Culinary Staff** – coordinating with other kitchen staff for daily kitchen operations.

External

1. **Students** – serving meals, addressing dietary needs/preferences, ensuring satisfaction.
2. **Community Members**-serving meals, addressing dietary needs/preferences, ensuring satisfaction to community member enduring banquet events.

Working conditions

1. Moderate physical activity for extended duration.
2. May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
3. Work environment involves frequent exposure to hazards or physical risks, which require following basic safety precautions including use of provided personal protective equipment.
4. On occasion may be potentially exposed to behaviourally difficult or violent clients /students.
5. Work may involve occasional exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors.
6. Limited travel requirements.

Conditions of Employment

1. Must provide a satisfactory criminal reference check.