Employment Opportunity

Position: Post-Secondary Instructor-Culinary Skills

Location: Rainy Lake Campus, In-person

Start Date: January 2027

Deadline: November 13, 2026

Duration: Part-Time, Fixed-Term anticipated until April 2027

Wage: $90.00/hour for instructional time, $45.00/hour for professional development

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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

Fax:
Attn: Personnel Committee
(807) 274-8761

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

Please direct any questions regarding this opportunity to Tim Windigo, Post-Secondary Program Coordinator at timw@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 Skills Instructor

Job Description

General Description

Seven Generations Education Institute promotes a healthy, nutritious and responsible eating as part of a well-balanced lifestyle. The instructor, in addition to providing lesson plans is also encouraged to provided healthy, yet nutritious menus. Responsible for developing, implementing, modifying, preparing culinary lesson plans as well as instructional services to students to ensure expected outcomes are achieved. The instructor will also be responsible for classroom management.

Qualifications

1. Post-Secondary Education or Industry Recognized certification is required.
2. Thorough understanding of occupational health and safety for food service industry.
3. Two years experience as chef in a restaurant setting.
4. Two years experience in providing instructional services to culinary students is desired.
5. Excellent understanding of management in the food service industry.
6. Previous experience in providing instructional services is preferred.
7. Well developed understanding of Anishinaabe knowledge systems and histories as well as shared histories, including a well-developed understanding of the historical context and current issues.
8. Proven track record working with Anishinaabe students, community members, communities and organizations within Treaty #3.
9. The ability to instruct courses while centering Anishinaabe ways of knowing and doing as well as cultural safety required.
10. A personable and assertive approach in the promotion of programs and courses.
11. Experience in preparing and modifying lesson plans, assignments, tests and labs.
12. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
13. Must have demonstrated the ability to interact effectively with colleagues and students.
14. Must be able to manage time effectively and efficiently.
15. Excellent teamwork and team building skills.
16. Must have a high degree of resourcefulness, flexibility, and adaptability.
17. Must have a working knowledge of Microsoft 365, Teams, Zoom, Brightspace D2L, etc.
18. Willing to participate in ongoing learning.

Supervisor: Post-Secondary Coordinator

Job Duties/Responsibilities

1. The Culinary Instructor will be responsible for the following duties:
    a. To provide instructional services as identified in the expected outcomes of the culinary program.

b. Planning, organizing, and managing the culinary classroom.
c. Computerized management of purchase orders for food purchases.
d. Computerized management of food inventory.
e. Computerized management of equipment inventory.

2. Develop course syllabi, as well as course content and lessons, for the core courses of the Culinary Skills - Chef Training program according to course outlines provided.
3. Instruct and deliver courses using various methods, for example, lecture and demonstration, and use audiovisual aids and other materials to supplement presentations.
4. Work collaboratively with Faculty of Anishinaabe Gikendaasowin and Anishinaabe Izhichigewin Associate Director of Post-Secondary Education to ensure that course delivery is centring Anishinaabe ways of knowing and doing.
5. The instructor will be responsible for delivery of lectures on theory, techniques, and terminology, as well as delivery of demonstrations for skills required.
6. Must be able to work with the Accessibility Coordinator to meet student accommodation and modification needs for various aspects of program delivery.
7. Assign lessons and administer tests/assessments to evaluate students' learning and success.
8. Track and record student attendance and grades in Brightspace D2L to keep students informed of their progress.
9. Classroom management and student supervision.
10. To work collaboratively with the Post-Secondary Coordinator in the assessment, development and delivery of the Social Service Worker program.
11. Meet with students to discuss progress and problems and come up with possible solutions to the student's progress (academic tutoring).
12. Refer students to internal SGEI supports as determined by student needs as you become aware of those needs.
13. Participate in meetings and instructor training when required.
14. Instruct and monitor students in the use of learning materials and equipment.
15. Ensure all student's records are complete and accurate.
16. All instructors are required to attend professional development training sessions.
17. Adhere to SGEI policies and procedures, as well as applicable legislation.

Relationships

Internal

1. Reports to and interacts with Program Coordinator and Anishinaabe Izhichigewin – Associate Director of Post-Secondary Education.
2. Responds to and interacts with the Faculty of Anishinaabe Gikendaasowin.
3. Responds to and interacts with students and other instructors.
4. Provides information as directed and interacts with Post-Secondary Registrar.

External

1. Interact with community partners as required.

2. May interact with members of the public on occasion.

Working conditions

- Incumbent works indoors in climate-controlled conditions.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Hours vary based on operational requirements with evening or weekend commitments.
- The position requires a high degree of concentration for extended periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.
- Occasional lifting of up to 50 lbs required.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check.
- Valid Ontario class ‘G’ driver’s license.