

Full Time Program Cook

(INTERNAL/EXTERNAL POSTING)



Position Title	Youth Programs Cook- Full Time Program
Start Date	April 1, 2026
Hours	35 hours/week
Position Status	Full-time, determinate (ending August 31, 2026)
Salary Range	Starting salary of \$45,000.00 plus benefits

JOB DESCRIPTION

Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

POSITION SUMMARY

Under the direct supervision of the Program Coordinator, the Youth Programs Cook will plan and prepare nutritional daily meals to children and youth ranging in ages from 6 to 24 in the Youth Life Promotions (YLP) and Tukimut after school programs. This position will function as part of the Family Well-being Department under the guidance of the Manager of Family Well-being.

KEY DUTIES AND RESPONSIBILITIES

Menu Preparation/Inventory of Supplies

- a) Plan monthly menus for all meals, which reflect Inuit cultural traditions, the Nunavut Food Guide, and the specific health needs of individual children in the program, (i.e. allergies).
- b) Document meals on a weekly menu plan, post a copy in the kitchen and forward one copy to each family in the program.
- c) Record changes to menu and post.
- d) Purchase food and kitchen supplies on a weekly basis in accordance with approved budget.
- e) Ensure the quality of food purchased will sustain a full week of programming.
- f) Maintain an inventory of kitchen needs, including cookware, food preparation utensils, knives, bowls etc, and advise the Program Coordinator of missing or aging items to be purchased.
- g) Notify Program Coordinator/staff in advance when substitutions are required due to shortages, budget, or availability of country foods

Food Preparation

- a) Prepare and serve nutritious meals and snacks for up to 24 children.
- b) Prepare snacks for special field trips scheduled during programming hours.
- c) Support the program with all special events, meetings, etc.
- d) Keep up-to-date and informed about current developments in food storage and preparation.
- e) Supervise and guide volunteers assisting with meal preparation and cleanup.
- f) Ensure food/supplies are stored and prepared according to guidelines for food service personnel of the City of Ottawa.

Kitchen Maintenance

- a) Clean, sterilize and/or disinfect the kitchen area, all dishes and equipment daily and after food preparation.
- b) Clean and sterilize stove, refrigerator, cupboards on quarterly basis or more often as required.
- c) Always follow the Food Safety Checklist.
- d) Manage waste and recycling in the kitchen area

Program

- a) Work in collaboration with program staff and teachers to develop innovative and creative, culturally appropriate menus and food ideas.
- b) Ensure any allergies of children in the program are posted in the kitchen and serving area.

Organizational

- a) Ensure the health and safety regulations are met at all times.
- b) Comply with all policy and procedures of Inuuqatigiit Centre.
- c) Attend any meetings and/or professional development sessions as required.
- d) Demonstrate solution-based problem-solving and effective conflict resolution.
- e) Demonstrate sensitivity to the needs of children/parents in the program.
- f) Follow organizational expectations for logging hours worked
- g) Always maintain the confidentiality of families including names, addresses, telephone numbers and any other personal information.

ENVIRONMENTAL FACTORS

- Regular physical activity associated with program activities, and carrying material/ supplies
- Mental effort is required to deal with stress related to safety and security of youth and delivery of programming and effectively deal with crisis

KNOWLEDGE AND SKILLS

- Written and spoken fluency in Inuktitut an asset
- Experience working with Inuit or Indigenous communities
- Knowledge of the needs of Inuit youth

- Knowledge of Inuit culture and community
- Knowledge of Inuit and non-Inuit community services and supports
- Ability to communicate effectively orally and in writing
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Ability to respond effectively in crisis situation
- Flexibility, enthusiasm, and commitment to youth
- Ability to work in the afternoon into the evening

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred.
- Previous experience working with Inuit or Aboriginal communities an asset.
- Knowledge of Inuit diet, food, and food preparation.
- CPR/First Aid Certification (or willingness to become certified)
- TB Test and other immunizations up to date.
- Hepatitis B vaccination recommended.
- Physical Examination (upon hiring).
- Police Record Check required.
- Physical ability to access three story building and purchase/carry quantities of supplies in accordance with program requirements.
- "Food Handler" training course from the City of Ottawa required.
- WHMIS training (or willingness to become trained).
- One year food service/cooking experience required.
- Knowledge of Canada's Food Guide, Aboriginal Food Guide, Nunavut Food Guide, and nutritional needs of preschool children.
- Knowledge of menu planning and sanitation required.
- Ability to work in a collaborative staff team environment.
- Ability to respond effectively to crisis situations.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuukatigiit.ca

Inuukatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website. Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodation, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent. Only those applicants selected for an interview will be contacted. This position is dependent upon funding approval. We do not use automated or AI- based systems to screen candidates. All applications are assessed by qualified hiring professionals. We thank all who apply to this position.