TSARTLIP FIRST NATION

Tsartlip First Nation
Community Cook

The Tsartlip First Nation is pleased to invite applicants to apply to the permanent, full-time **Community Cook** position.

The **Community Cook** is responsible for providing culinary support to the Tsartlip First Nation community. The Community Cook will ensure the procurement, preparation, and serving of culturally appropriate meals while maintaining cleanliness and organization in the community kitchen.
The Community Cook operates under the direct supervision of the Food Security Coordinator.

Applicants are invited to email their resume and cover letter to Anuradha Walisundera, CPHR at careers@tsartlip.com by 4:00PM on Friday, April 3, 2026.

In alignment with Section 16(1) of the Canadian Human Rights Act and Section 42 of the BC Human Rights Code, it is the policy of nation to give preference in hiring to Indigenous peoples. Applicants who wish to be considered for preferential hiring are encouraged to self-identify in their application.

The salary for this position is starting at $42,700.

For further information about this position please visit www.tsartlip.com.

Education and Experience

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Experience preparing food in an institutional environment such as retirement homes, childcare or community centres;
- Experience planning menus and determining size of food portions;
- Experience estimating food requirements and cost, and controlling labour cost preferred;
- Valid Food Safe Level 1 certificate, or willingness to undergo training;
- Valid WHMIS certificate or willingness to undergo training;
- Experience working with Indigenous people, organizations, and communities preferred;
- Clean criminal record check is required.

DUTIES AND RESPONSIBILITIES

- Prepare and serve nutritious meals consistent with food regulations and cultural traditions of the Tsartlip First Nation community.
- Work under the direction of the Health Programs Manager to ensure meals meet dietary requirements and program objectives.
- Collaborate with community members to incorporate cultural food preferences into meal planning and preparation.
- Maintain cleanliness and organization in the community kitchen, including washing dishes, cleaning surfaces, and stocking pantry and fridge.
- Cleans and sanitizes work areas, kitchen equipment, and utensils according to established procedures and WHMIS guidelines.
- Assist with food procurement and inventory management, including grocery shopping and storage.
- Always adhere to food safety standards and regulations.
- Support community events and gatherings by providing food preparation and serving assistance as needed.

Thank you for your interest in this position, only those short listed will be contacted.