

Employment Opportunity

“Cook / Cashier”

Pabineau Gas, Grocery, Seafood Market & Takeout

Objectives:

The Pabineau First Nation is looking for a “Cook / Cashier” for the Pabineau Seafood Market & Takeout. The “Cook / Cashier” will be responsible maintaining high standards of food, great customer service, health and safety of the Pabineau Seafood Market & Takeout.

Key Responsibilities:

The key responsibilities of this position will include, but are not limited to, the following:

- the sale of a variety of cooked, frozen, and packaged seafood,
- the operation a takeout kitchen and sale of cooked takeout food products, and
- the day-to-day cleaning and maintenance of the facility.

Accountability

The “Cook / Cashier” will be accountable to the “General Manager” of the Pabineau Gas, Grocery, Seafood Market and Takeout, the Chief and Council of the Pabineau First Nation and their designates.

Responsibilities

The responsibilities of this position will include, but are not limited to, the following:

- Maintain sanitation, health, and safety standards in work areas
- Clean food preparation areas, cooking surfaces, and utensils
- Operate large-volume cooking equipment such as deep fryers
- Use information technology (POS System and computer software) to record sales
- Verify that prepared food meets requirements for quality and quantity
- Take food and drink orders and receive payment from customers
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions
- Wash, cut, and prepare foods designated for cooking

- Measure ingredients required for specific food items being prepared
- Cook and package batches of food, such as fries, and fried chicken, which are prepared to order or kept warm until sold
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously
- Serve orders to customers at take-out counter
- Clean, stock, and restock workstations and display cases
- Prepare specialty foods such as lobster rolls and follow specific methods that usually require short preparation time
- Schedule activities and equipment use with managers, using information about daily menus to help coordinate cooking times

Qualifications:

Candidates for the position of “Cook/Cashier” must:

- be at least 19 years of age
- have a mature and responsible attitude
- be a team player
- be extremely organized and pay attention to detail
- be a highly motivated, self-managed individual
- employ good judgment in their work with staff and the general public
- have professional verbal and written communication skills
- be capable of handling multiple tasks in a dynamic environment
- have experience in working with the public in a courteous and professional manner
- be willing to undertake training to enhance personal and professional skills
- be capable of working with minimal direction (be a self-starter)
- be able to handle a high stress, high demand, and fast paced environment
- pay great attention to detail and be confident in dealing with a wide range of people

Preferential consideration will be given to candidates with experience in food or retail sales (ideally in a corporate or other fast-paced environment) and experience in working with customers and/or the public in a courteous and professional manner.

Note: This position is open to the public.

Location: Pabineau Gas, Grocery, and Seafood Market/Take-Out, Pabineau First Nation, New Brunswick

Wage: To be negotiated, based upon the education, experience, and qualifications of the successful applicant.

If you are interested in applying for this employment opportunity, please submit your

resume, cover letter, and 2 references in a sealed envelope to the Chief and Council. Please leave this package with Kirk Ellis, our Communications Administrator.

Attention: Chief and Council
Pabineau First Nation
1290 Pabineau Falls Road
Pabineau First Nation, N.B.
E2A 7M3

Application Deadline: Friday, April 24, 2009 at 12 PM (Noon)

Note: No applications will be accepted beyond the closing deadline.

Interviews: Interviews will only be scheduled for applicants who meet the qualification requirements identified above. Interviews will be conducted at the Pabineau First Nation Community Center on Friday, April 24, 2009, from 1 – 5 PM.