

SAGKEENG FIRST NATIONS
SAGKEENG EDUCATION AUTHORITY



BOX 3
FORT ALEXANDER, MANITOBA
R0E 0P0



EMPLOYMENT OPPORTUNITIES

Sagkeeng Education Authority currently has openings for several non-teaching positions and invites qualified individuals to apply for the following positions for the 2021-2022 School year.

Bus Monitors

Bus Monitors are a constant reflection of the Educational Department's commitment to safety and service. The Monitor/Aide is responsible for providing day to day assistance to students and assist drivers to provide safe operation of the buses.

Duties include:

- Communicating behavior problems, issues and conditions of various stops with the driver,
- Assisting in pre-trip and post-trip inspections of the bus,
- Assisting students in the loading and unloading process,
- Cooperating and communicating with school personnel, students, and parents
- Conducting emergency evacuation from the bus, including use of exiting by emergency door
- Assisting in cleaning the inside of the bus,
- Documenting and reporting any violations or conduct concerns to appropriate authorities,
- Completing all required paperwork and submitting to the appropriate employee/department in a timely manner,
- Other duties within the scope of the position as required.

School Cooks

The purpose of the School Cook is to prepare large quantities of food, including hot meals, sandwiches, and desserts in advance according to a predetermined menu for students during the school day. Besides preparing food, cooks ensure that all food is handled in a safe and clean manner to prevent illness. Cooks must also be able to use a variety of kitchen equipment and be familiar with a vast amount of ingredients to prepare meals properly.

Duties include:

- Assignments in the form of cook's worksheet, menus, standardized recipes, and meal schedules,
- Receiving and following detailed instructions on cooking methods and use of equipment,
- Maintaining the proper use and cleaning of kitchen equipment, safety practices, personal hygiene, and conformance with food service sanitation requirements,
- Performing a full range of simple cooking,
- Operating a variety of kitchen equipment using gas, electricity, steam, or microwave heat sources,
- Ensuring the freshness of food and ingredients,
- Helping serve students after the food has been prepared,
- In addition to cooking and serving, you will also be responsible to clean up the cafeteria
- Duties within scope of the position as required.

Interested applicants are invited to submit their resume and cover letter along with three (3) references, a current satisfactory Criminal Record Check, Vulnerable Sector Check, and Child Abuse Registry Check or proof that you have applied for them. Please state the position(s) you are applying for and send to:

**Sagkeeng Employment & Training
Box 8, Fort Alexander, MB. R0E 0P0**

EMAIL: jobs@sagkeeng.ca

We thank all who apply, however only those selected for an interview will be contacted. Incomplete applications or applications with missing information listed above will not be considered.

APPLICATION DEADLINE: June 11/21