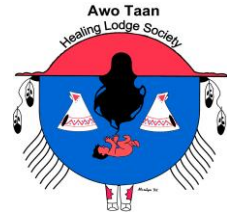


EMPLOYMENT OPPORTUNITY

Housekeeping/Cook Part time



Awo Taan Healing Lodge Society “Nurturing Families Living in Peace”

The primary responsibility of the Housekeeper is general cleanup and up-keep of the Shelter so that all health and safety regulations can be met. The primary responsibility of the Cook is the preparation, storage and handling of food to meet the needs of the Awo Taan Healing Lodge Society. In addition, the Cook / Housekeeper must meet the Canada Food Guide Standards as required by the Health Board.

All programs are offered within a wholistic approach which includes traditional Aboriginal Spiritual concepts and ceremonies; blended with contemporary methods.

DUTIES AND RESPONSIBILITIES HOUSEKEEPER

- Sterilize and sanitize all surface areas and vacated bedrooms
- Sweep and mop floors; vacuum where carpeted
- Wipe down all windows and walls
- Clean and sterilize all bathrooms
- Wash and dry household linens daily
- Other household tasks as assigned

DUTIES AND RESPONSIBILITIES HOUSEKEEPER

- To prepare menus that complies with the guidelines of the Canada Food Guide Standards, with the budget
- Preparing two meals daily – Monday through Friday
- Ensuring breakfast setup – Monday through Friday
- Providing clients with food to prepare for evening snacks
- To prepare food as requested by the Director and/or other management staff
- Other cook tasks as assigned

SKILLS AND QUALIFICATIONS

- Minimum of grade 12
- Must provide proof of a current Police Check & Child Welfare Intervention Services Check
- WHMIS Certificate
- Journeyman Cook or 4th year apprentice
- Previous housekeeping experience

Closing Date: May 8, 2015 at 4:00pm

Please forward cover letter & resume to:

Selection Committee
Awo Taan Healing Lodge Society
PO Box 6084, Station A
Calgary, AB T2H 2L3
Fax: 403-531-1977
Email: awotaan@awotaan.org

Thank you for applying. Only those short listed will be contacted. No phone calls or emails please.