Kee Tas Kee Now Tribal Council Education Authority

COOK

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves five schools in four First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr.12

Position:	Cook	**ID #:**	**AS.2025.15**
Employment Status:	Permanent, Full-time	**Closing Date:**	October 15, 2025
Location:	Atikameg School	**Annual Salary:**	$ 38,771.04

Job Description:

Reporting to the School Principal, this position is accountable for supporting the preparation of breakfast and lunches as well as morning and afternoon snacks for students at the Atikameg School

Qualifications:

- Formal food preparation training and a minimum one (1) year experience as a commercial cook. Equivalent combinations of training and experience will be considered
- Understanding of nutrition basics
- Food Handler certification preferred
- Fluency in Cree an asset
- Demonstrated knowledge and understanding of First Nations culture, organizations and communities
- Understanding of safety, cleaning and hygiene standards relating to the operation of a commercial kitchen and kitchen appliances and equipment
- Organizational skills
- Positive staff and student relations skills
- Understanding of traditional foods preparation methods an asset
- Proficiency in computer applications as required by the role
- First Aid, CPR and WHMIS certification

Conditions of Employment:

RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment

Benefits:

We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply:

Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the **Job ID #: AS.2025.15** in the email subject line.

Visit ***ktcea.ca*** for more information