



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

Full-Time Cook

08.20.2025

JOB DESCRIPTION

We are currently seeking an experienced Cook to join our Kitchen team. The successful candidate will be a keenly motivated person with a positive attitude towards working as a team to provide a safe environment for our students.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

POSITION DESCRIPTION

Reports to: Kitchen Manager

Remuneration: \$22.00 - \$23.00/hour (dependent on experience), Tuesday-Saturday shifts with some flexibility, extended health & dental benefits package, meals provided when on shift

Qualifications:

- Leadership skills with the ability to work all areas of kitchen when needed
- 3+ years experience working as a Cook
- Reliable team player who is able to work within deadlines
- Experience cooking food in large quantities
- Current Food Safe Certificate
- Able to physically manage the requirements of the position
- Provide cooperative team support to accomplish needs and tasks
- Fluency in oral and written English
- Neat, well-groomed appearance
- Criminal Record Check (required and paid for by Employer)

Duties include, but are not limited to:

- Carry out all duties associated with providing quality food service
- Prepare nutritious food using various methods of cooking/baking
- Assist Kitchen Manager with daily or weekly needs of food, supplies and incoming orders are correct and of good quality

- Maintain established food rotations in storage to minimize spoilage and waste
- Ensure breakfasts, snacks and beverages are available
- Provide hospitality support for school events and guests
- Ensure kitchen areas are in a clean, safe and sanitary condition
- Operate and clean kitchen equipment
- Inform Kitchen Manager of any equipment malfunction
- Abide by best food and kitchen practices and WHMIS
- Attend in-service training and orientation sessions when appropriate
- Promote good public relations within and outside the facility
- Ensure, at all times, that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation

Applicants will need to provide:

- One page maximum cover letter
- CV / resume
- Two (2) references
- Verification of qualifications
- Submit application package to hr@sjasl.ca, or drop off in person, attention to Ron Stevenson.

Application deadline: September 15th, 2025. *We reserve the right to close early if we find the right candidate.

Expected start date: As soon as possible

Job Type: Full-time, Contract

At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.