



Government
of Canada

Gouvernement
du Canada

Canada

Public Service Resourcing System

[Logout](#)

COOK LEAD HAND

Reference number: DND20J-018735-000178

Selection process number: 20-DND-EA-CA-468093

National Defence

Shilo (Manitoba)

GS-FOS-05 (B2)

\$25.56 to \$27.77 per hour

**Closing date: 30 September 2022 - 23:59, Pacific
Time**

Who can apply: Persons residing in Canada and Canadian citizens
residing abroad.

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.

You will be required to show how you demonstrate the essential qualifications (i.e. Occupational Certification and Experience) for the initial screening through your resume and in answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiation by examples.

Information on your described skills, experience, etc. provided in screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

How Does an Inventory Work?

Step 1:

Your application and resume (no cover letter required) is randomly selected from the inventory. Decisions on further assessment may be based on depth and breadth of experience. For all experience factors, ensure you answer the screening questions with sufficient details to allow hiring managers to fully understand the scope of your experience. A reference is required and may be contacted to validate your response.

Step 2:

You are screened in for further assessment. Managers will be screening resumes and selecting candidates to move on to the next phase. You are contacted for an interview. The interview will be to explain the job, work environment and will be used to assess the essential Competencies. This will also be your opportunity to ask any questions you may have about the work.

Step 3:

All candidates that move through to the Interview phase will be advised of your outcome in the process.

Step 4:

If you are the selected candidate, you will be contacted to complete the Security screening. Once completed, a letter of offer will be provided.

NOTE: Appointments are made on an on-going basis as requirements arise. Qualified candidates are placed in a pool, and appointments can occur for the next several years based on the results of this process.

Work environment

The Department of National Defence (DND) is one of the largest federal government employers, offering over 70 different types of civilian career opportunities. DND's role is to provide services and support to the Canadian Armed Forces (CAF) in their operations and missions at home and abroad. As a civilian employee, you will be an essential part of the Defence Team. In this regard, the department fosters a work environment where employees have opportunities to grow, to learn, to progress in their careers and have job satisfaction over the long-term.

Intent of the process

The intent of this appointment process is to staff one position on a determinate basis.

A pool of qualified candidates may be established to staff similar positions with various tenures (indeterminate, specified period, acting, casual, secondment or assignment).

Positions to be filled: 1

Information you must provide

Your résumé.

A response to a text question addressing the following:

Contact information for three recent work supervisor references, one of which must be a current supervisor and/or most recent supervisor.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

OCCUPATIONAL CERTIFICATION:

- Possession of a valid Provincial/Interprovincial Journeyman Cook Qualification (Red Seal) or Canadian Forces Primary Leadership Qualification (PLQ) or Cook Qualification Level 5 (QL5) or a manager approved combination of education, training and/or experience.

EXPERIENCE:

- Experience* as a cook in an institutional, industrial or commercial food service establishment.

*Minimum of 2 years' experience within the last 5 years.

- Experience* in supervision.

*Minimum of 2 years' experience.

- Experience in performing administrative tasks using a variety of databases and software.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

EDUCATION:

- Secondary school diploma.

- Other cook related educational qualifications relevant to the position (e.g.: valid Food Handlers Course, baking, fast or short order cooking courses, etc.).

- Proof of certification in a recognized field such as WHMIS, health, hygiene or safety.

Degree equivalency

EXPERIENCE:

- Experience working in a kitchen in a military establishment.

- Experience as a supervisor in an institutional, industrial or commercial food service establishment.

The following will be applied / assessed at

a later date (essential for the job)

Various language requirements

English Essential

Bilingual imperative BBB/BBB, CBC/CBC, CCC/CCC or other possible linguistic profiles.

Information on language requirements

ABILITIES:

- Ability to supervise employees.
- Ability to plan and coordinate employee scheduling and complete administrative duties.
- Ability to perform basic math.
- Ability to interpret recipes to prepare a variety of meals.
- Ability to organize and prioritize.
- Ability to communicate orally.
- Ability to communicate in writing.

PERSONAL SUITABILITIES:

- Demonstrating Integrity and Respect
- Thinking Things Through
- Working Effectively with Others
- Showing Initiative and Being Action Oriented
- Safety Orientation
- Dependability

The following may be applied / assessed at a later date (may be needed for the job)

Organizational Needs:

In support of achieving a diversified workforce, consideration may be given to candidates self-identifying as belonging to one of the following employment equity groups: Aboriginal peoples, Visible Minorities, Persons with Disabilities and Women.

Operational Requirements:

- Ability to lift and carry items weighing up to 20 Kg in accordance with general safety practices.
- Wear approved safety footwear and other Personal Protective Equipment as required.

- Willing and able to work shift work.
- Willing and able to work weekends.
- Willing and able to work overtime occasionally.

Conditions of employment

- Various Security Requirements: such as Reliability, Secret.
- Willing and able to work shift work.
- Willing and able to work weekends.
- Willing and able to work overtime occasionally.
- Willing and able to wear Personal Protective Equipment (PPE) in compliance with safety regulations.
- Ability to lift and carry items weighing up to 20 Kg in accordance with general safety practices.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Applicants must apply on-line.

The client organization will accept applications on-line only. All job applications must therefore be submitted through the Public Service Resourcing System.

Following are some of the benefits associated with applying online.

- Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.
- Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.
- Applicants can verify the status of their applications, at any time.
- Applicants can be notified electronically of tests or interviews and results.

For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available

when applying on-line. To submit an application on-line, please select the button "Apply Online" below. Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

Applicants who are entitled to a priority for appointment are encouraged to indicate this, along with their priority type, in their covering letter, résumé and/or application form.

Please identify clearly your substantive group and level and your employment status on your resume and/or application form. Please ensure that your Personal Record Identifier (PRI) is included in your application.

Indeterminate employees at the same group and level or equivalent may be considered for deployment. If no deployment is made, applicants from other groups and levels will be considered in the advertised appointment process.

Candidates must meet each essential qualification to be appointed to a position, however, a person may be appointed to a position even though he/she does not meet any or all of the asset qualifications, operational requirements or organizational needs. Meeting these criteria is nonetheless desirable and may be a deciding factor for the staffing of some positions.

Management may choose to use one or more Asset Qualifications at the pre-screening stage to determine the number of applicants who will advance to the following stage of the selection process.

FAILURE TO CLEARLY DEMONSTRATE HOW YOU MEET THE ESSENTIAL CRITERIA WILL RESULT IN THE REJECTION OF YOUR APPLICATION. APPLICANTS WILL NOT BE SOLICITED FOR INCOMPLETE OR POSSIBLE MISSING INFORMATION.

For this selection process, it is our intention to communicate with candidates VIA E-MAIL and/or PSRS for screening and assessment purposes; this will include communication of screening results and invitations to written tests and interviews. To that end, candidates must include a valid e-mail address in their application. IT IS THE CANDIDATE'S RESPONSIBILITY TO ENSURE THAT THIS ADDRESS IS FUNCTIONAL AND THAT IT ACCEPTS MESSAGES FROM UNKNOWN USERS (some e-mail systems block these types of e-mail). IT IS ALSO THE CANDIDATE'S RESPONSIBILITY TO

ENSURE ACCURATE CONTACT INFORMATION IS PROVIDED AND UPDATED AS REQUIRED.

Acknowledgment of receipt of applications will not be sent; we will contact candidates when the screening process is completed.

All communication relating to this process, including email correspondence and telephone conversations, may be used in the assessment of qualifications. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.

A written exam may be administered.

An interview may be administered.

Reference checks may be sought.

Proof of occupational certification must be submitted at the interview. Failure to do so may result in you not being considered further in the selection process.

Persons are entitled to participate in the appointment process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

You must indicate on your application if you require a technical aid for testing or an alternative method of assessment.

A random and/or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

Our intention is to communicate with the candidates by email. Candidates who apply to this selection process must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users (some email systems block these types of email).

Successful candidate(s) must meet and maintain the Conditions of

Employment throughout their employment.

PLEASE ENSURE YOU READ THE POSTER THOROUGHLY AS THE INSTRUCTIONS CONTAIN IMPORTANT INFORMATION THAT WILL BE REQUIRED IN THE APPLICATION PROCESS. FAILURE TO READ THE NOTES AND FOLLOW THE INSTRUCTIONS COULD RESULT IN YOUR APPLICATION MISSING CRITICAL INFORMATION THUS PROVIDING FOR INSUFFICIENT INFORMATION FOR THE ASSESSMENT BOARD TO COMPLETE YOUR ASSESSMENT AND RESULTING IN YOUR ELIMINATION FROM THE PROCESS.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Preference

Preference will be given to veterans and to Canadian citizens, in that order, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Vijaya Dass, Staffing Advisor

Vijaya.Dass@forces.gc.ca

Back

Date modified:

2020-08-25