



Nutrition Program Coordinator

Department: Education - Nbisiing Secondary School
Posting Date: July 28th, 2023
Location: Nipissing First Nation, ON
Schedule: 25 hours per week
Job type: Part-Time – Permanent
Vacancies: 1
Reports To: Nbisiing Secondary School Principal
Starting Wage: \$21.26/ hour

Are you passionate about promoting healthy eating habits and ensuring students have access to nutritious meals? Nbisiing Secondary School is seeking a dedicated and organized individual to join our team as a Nutrition Program Coordinator. As the Nutrition Program Coordinator, you will play a crucial role in overseeing the breakfast and lunch program at our school.

What you'll do in the role

- Develop and implement weekly meal plans that adhere to nutrition guidelines and cater to the dietary needs of approximately 60-80 students.
- Prepare and serve breakfast and lunch to students, ensuring quality and hygiene standards are maintained at all times.
- Organize and maintain the kitchen area, keeping it clean, safe, and well-stocked with necessary cooking and serving utensils.
- Create and manage a comprehensive inventory list of food and kitchen supplies, ensuring timely replenishment when necessary.
- Prepare and manage grocery lists, making sure all required items are procured for the meal preparations.
- Responsible for adherence to Covid-19 and occupational health and safety procedure.
- Maintain an organized, functioning and hygienic kitchen.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.

What you bring to the table

- Must have an Ontario Secondary School Diploma or General Equivalency Diploma.
- Must have Workplace Hazardous Materials Information Systems training certificate.
- Previous experience in food service, kitchen management, or nutrition-related roles is preferred.
- Must have a valid driver's license and access to a vehicle.
- Must have a high degree of initiative and self-direction and be able to work with minimal supervision.
- Respect for Indigenous culture and willingness to learn Ojibwe.



Employment Opportunity

- Possess an understanding of occupational health and safety requirements and procedures.
- Strong organizational skills to effectively plan and execute meal preparations for a considerable number of students.
- Excellent communication and interpersonal abilities to interact with students, staff, and suppliers effectively.
- Ability to work independently and as part of a team, ensuring smooth and efficient kitchen operation.
- Food safety and sanitation certification is a plus.
- Must be able to perform moderate physical effort including very frequent standing, walking, and lifting of materials (maximum of 25 pounds)

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing August 11th, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing August 18th, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing August 25th, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.