

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY –

2022-042

Position:	Food Services Coordinator		
Salary:	Subject to Qualifications		
Classification:	Full Time	Hours of Work:	To be determined
Reports To:	Director of Operations	Closing Date:	

General Responsibility:

- Develop and implement a cooking program to educate youth on healthy eating.
- Plan weekly menus which reflect a variety of healthy, nutritious meal options for breakfast, lunch, supper, and snacks.
- Plan, budget, purchase groceries and prepare daily meals, while facilitating the skill development of youth through role modeling and actively engaging them in hands on learning.
- Responsible for the centralized ordering of groceries and cleaning supplies for all Ndinawe sires, including facilitating order pickups as required.
- Maintain health and safety standards within the kitchen, ensuring a daily routine of cleaning and sanitization, ensuing proper labeling and storage.
- Regularly inspect the kitchen including all appliances, and supplies ensuring any damage is identified and repaired.
- Develop and maintain strategic partnerships with resources and services which support the goals of the program.
- Provide supervision and support to youth accessing the kitchen ensuring they are aware of a follow health and safety expectations.
- promote an environment of safe cooking practices with the ability to respond to emergent circumstances
- Ensure appropriate documentation of interactions with youth, logbook documentation and incident reports as required.
- Maintain an inventory of food items, supplies and cleaning supplies.
- Attend staff meetings.
- Maintain workspaces and participate in the general cleanup of the building on a daily basis.

Qualifications Required:

- Post-Secondary degree in the Food Services Industry with a minimum of 1 year of experience working in a kitchen environment.
- Current Food Handlers Certification required.
- Experience working with Indigenous youth 13-24 years of age who may be disconnected from their families, communities and culture and engaging in high-risk activities.
- Strong knowledge concerning the impact of colonization and cultural assimilation of Indigenous people.
- Proven capacity to effectively plan and implement programming.
- Demonstration of advanced interpersonal skills.
- Ability to foster a safe and supportive atmosphere within the kitchen, acting as a role model for healthy attitudes and positive relationships.
- Respect for and knowledge of traditional Indigenous healing, culture, traditions, teaching, and ceremonies with capacity of integrating same into daily wellness activities.
- Proven ability to work with a high degree of compassion, understanding and sensitivity.

- Strong ability to work under minimal supervision and act with a high degree of independent judgement, taking action on a variety of matters as required.
- Demonstrated ability to participate in and contribute to a strong team environment with an inclusive and collaborative approach.
- Proven ability to work in a stressful and changing work environment.
- Capacity to manage sensitive and confidential situations with professionalism, confidentiality, and respect.
- Strong working knowledge of child welfare and protection issues, including relevant legislation and reporting requirements.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- Ability to provide and receive constructive feedback.
- Demonstrated commitment to continual learning and improvement through the incorporation of reflective work-based learning approaches.
- Ability to communicate effectively in English, both written and verbally.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: HR@ndinawe.ca

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**