



**Ndinawemaaganag Endaawaad Inc.**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2024-026**

**Posted May 15, 2024**

<b>Position:</b>	Food Services Coordinator	<b>Classification:</b>	Full Time – 80 hours Bi-Weekly
<b>Salary:</b>	\$21.65	<b>Hours of Work:</b>	10:00 am – 6:00 pm
<b>Reports to:</b>	Director of Programs and Services	<b>Closing Date:</b>	Open Until Filled

**GENERAL RESPONSIBILITY:**

The Food Services Coordinator is responsible for the centralized ordering, menu planning and food preparation, while maintaining cleanliness and safety in the kitchen. Responsible to adhere to the presented budget. The Food Services Coordinator assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

**SPECIFIC ACCOUNTABILITY:**

- 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 and inventory of groceries and cleaning supplies for all Ndinawe sites.
- Maintain health and safety standards in the kitchen, ensuring a daily routine of cleaning and sanitizing, ensuring proper labeling and storage of products.
- Regularly inspect the kitchen including all appliances and supplies, ensuring any damage is identified and repaired.
- Develop and implement an educational cooking program involving youth that promotes healthy eating and nutrition.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Provide supervision and support to youth accessing the kitchen ensuring they are aware of and follow health and safety expectations.
- Respond to crisis/emergent situations as required, promoting safety and respect among all participants.
- Ensure appropriate documentation of interactions with youth, including incident reports as required.
- Maintain program statistics, complete written reports, and evaluation processes as required.
- Work collaboratively with all Ndinawemaaganag Endaawaad Inc programming to ensure the needs of the youth are being met.
- Attend staff meetings as required.
- Maintain workspaces and participate in the general cleanup of the building on a daily basis.
- Follow all policies and procedures as outlined in the Ndinawe Personnel Policy and site-specific manual.
- Perform other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

## KNOWLEDGE & PERSONAL EXPERIENCE REQUIREMENTS:

- Post-Secondary degree in the Food Services Industry with at least 1 year of experience working in a kitchen.
- 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, acting 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.
- Ability to provide and receive constructive feedback.
- 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.

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: [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

**\* 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.**

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