



# Songhees Nation Job Posting

Permanent full-time position

<b>JOB TITLE:</b>	Nutrition Coordinator		
<b>Reports to:</b>	ECE Coordinator	<b>Salary Scale:</b>	TBD
<b>Department:</b>	Education	<b>Deadline:</b>	Until filled

**POSITION SUMMARY: \*this position is for 30 hours a week only\***

Under the Direction of the ECE Coordinator, the Nutrition Coordinator the Nutrition Coordinator will be responsible for the production/preparation, food purchases, and service of meals in accordance with established Canada Food guide and Indigenous food guidelines and standards of nutrition, health, and sanitation. This employee will plan nutritious meals and snacks for Head Start students, parents and teachers and perform administrative tasks in support of the food preparation process, including documentation maintenance of records.

**KEY RESPONSIBILITIES:**

- Maintains food service sanitation standards and adhere to sanitation and safety procedures
- Assemble food, dishes, utensils and supplies needed for timely meal preparation
- Prepare high-quality nutritional food, in quantity sufficient for center needs
- Prepare menus and follow standardized recipes
- Ensure that food temperatures meet VIHA guidelines and that the kitchen areas are sanitary so that health standards are maintained
- Wash dishes, pots, pans and utensils using approved sanitation methods
- Complete routine maintenance of kitchen and equipment, including weekly deep cleaning
- Order or shop for food and maintain inventory
- Ensure that all special dietary needs of children are met and prepare all meals (breakfast, lunch, snacks)
- Coordinate menu planning with daily classroom schedule and special activities
- Prepare all paperwork for VIHA and EHO Ministerial departments
- Submit work summaries to ELCC bi-weekly for payroll Report on the last day of each month
- Responsible for reporting to their immediate supervisor or designee, if they witness or see anything present or anyone not following Foodsafe procedures or processes that place a person or program records at risk.
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employees may perform other related duties and special projects as assigned.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School diploma or GED required and Be at least 18 years old
- Foodsafe Certificate required
- Strong knowledge of fast-scale food preparation, typically from one-year relevant experience or education
- Working knowledge of sanitation and safety procedures prescribed by Foodsafe
- Drivers Licence an asset
- Available for a light amount of night and weekend work when parent programs or events are scheduled

**Only candidates selected for an interview will be contacted.**

**Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.**

Please send resumes to: Felicity Peters, Human Resource Manager  
Songhees Nation Phone 250-386-1043 ext.114 Email: [Felicity.peters@songheesnation.com](mailto:Felicity.peters@songheesnation.com)