



## Bigstone Cree Nation Education Authority

### *Oski Pasikoniwew Kamik* Employment Opportunity



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## School Nutrition Manager

**Bigstone Education Authority** is seeking a motivated and dedicated School Nutrition Manager. The School Nutrition Manager will be responsible for the coordination, administration, ongoing support and delivery of the school lunch program for Bigstone Education Authority with the assigned schools. The Incumbent will be responsible for overseeing the operation of the school food bank which provides service to the students registered within Bigstone Education Authority including but not limited to; purchasing and restocking the food pantry items, and quality control, coordination of food package deliveries/pick-ups, monthly statistics and reports.

### **Responsibilities:**

- Supervise food service personnel.
- Assist in developing menu plans for the school based on nutritional adequacy, budget, Canada Food guide and student/staff acceptance.
- Communicate with students, staff and parents to obtain feedback on food service operations.
- Provide information necessary for analysis of menu choices to the Principal upon request.
- Forecasts and orders food and material for the school breakfast, lunch and food bank program as necessary.
- Implement a cleaning schedule for the production area and monitor daily sanitation inspection.
- Maintain clean, well organized storage areas, including freezers, refrigerators and dry storage areas.
- Orients and trains school food service personnel by approved standards, methods and procedures.
- Evaluates performance of school food service personnel.
- Make recommendations about new products, equipment needs and quality of vendors and suppliers.
- Implements and monitors compliance with approved receiving, storage, distribution and inventory procedures of all food and supplies.
- Coordinates and identifies repair needs and maintenance with the kitchen equipment.
- Maintain records of repairs and recurring issues.
- Plans and conducts staff meetings and training programs
- Be the point person for all enquiries regarding the food bank program
- Operate the food bank during school hours
- Maintaining the inventory for the food bank, including picking and stocking of food. .
- Develop and maintain intake, and tracking systems for food provisions and distributions and donations.
- Complete monthly reports of activities in the kitchen and staff personnel
- Other related duties as required by the Principal.

### **Qualifications:**

- Red Seal Cook Designation and/or Post-secondary education related to Science in Food and Nutrition may be considered.
- Valid Alberta Health Services approved Food Safety Certificate and/or the willingness to obtain one.
- Minimum of 1 -2 years of supervisor experience.
- Exceptional written and verbal communication skills
- Connectedness to or willing to learn more about the Sakaw Cree Language and Culture.
- Current Criminal Record Check, Vulnerable Sector Check and Child Welfare Intervention Check.

**Closing Date:** Until suitable candidates are found.

**Please submit cover letter, resume, supporting documents and references in confidence to:**

#### **Human Resources**

**Email:** [human.resources@bigstoneeducation.ca](mailto:human.resources@bigstoneeducation.ca)

**Mail:** P.O. Box 870, Wabasca, Alberta, T0G 2K0

**Fax:** 780-891-2178

**Or drop off in person at:** Suite #8 - 911 Mistassiniy Road S

*Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.*