



**EMPLOYMENT OPPORTUNITY**

**POSITION:** ON-CALL NUTRITION ASSISTANT  
**LOCATION:** All Schools  
**SALARY:** \$21.79 per hour  
**START DATE:** Immediate On-Call

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Under the direct supervision of the Nutrition Coordinator, the Nutrition Assistant will perform the following duties and responsibilities:

**DUTIES:**

- **Food Preparation-** Maintains a high standard of control for quality food production and service, according to Canada's Food Guide, follows operational procedures and menu plans for each week in addition to being entirely responsible for preparing food for students consisting of hot and cold food menu items.
- **Sanitation, Safety and Security-** Maintains an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards.
- **Customer Service-** Provides positive, professional, caring, and friendly service.
- **Equipment Use and Care -** Ensures proper use and care of all equipment.
- **Professional Excellence-** Performs all duties and responsibilities in an ethical and professional manner.

**QUALIFICATIONS:**

- Grade 12 Graduate.
- Food Handler's Certification and WHIMIS.
- Knowledge of basic math related to quantity food preparation and service.
- Food Service Worker certification or previous experience working within a cafeteria, restaurant or other food service industry considered an asset.
- Knowledge and appreciation of Anishinabek culture, traditions, language, and history
- Provide a cover letter, resume, and three current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

**CLOSING DATE:** Ongoing

**DIRECT APPLICATIONS TO:** "ON-CALL NUTRITION ASSISTANT"  
Wiikwemkoong Board of Education  
34 Henry Street Wikwemikong, ON P0P 2J0  
Email : [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel : 705-859-3834 Fax : 705-859-3787

**Preference will be given to Indigenous applicants. Self-Identification is encouraged.**

**\*Only those selected for an interview will be contacted. \***