



EMPLOYMENT OPPORTUNITY

POSITION: NUTRITION ASSISTANT – 1st posting

LOCATION: WBE

SALARY: \$21.79 per hour (6 hours/day)

START DATE: Immediately

Under the direct supervision of the Associate Director, the Nutrition Assistant will support the daily operations of the school nutrition program. This includes preparing and serving meals for approximately 200 students, maintaining inventory, placing orders, ensuring food safety, and promoting healthy eating habits.

RESPONSIBILITIES:

- **Meal Planning & Food Production-** Maintains high standards 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.
- **Inventory Management & Ordering-** Monitor inventory levels and place food and supply orders in a timely manner
- **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 & Student Engagement-** Provides friendly and respectful service to students and staff
- **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 WHMIS.
- Experience in food service or institutional kitchens preferred
- Familiarity with Indigenous food traditions and cultural sensitivity
- Basic math and computer skills for inventory and ordering
- 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: October 10, 2025 @ 2:00 p.m.

DIRECT APPLICATIONS TO:

Angela Shawanda, Retention and Recruitment Coordinator
Wiikwemkoong Board of Education
34 Henry Street Wikwemikong, ON P0P 2J0
Email: 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. ***