



EMPLOYMENT OPPORTUNITY

POSITION: Nutrition Coordinator

LOCATION: WBE

SALARY: \$83,851.00

START DATE: August 24, 2026

The Nutrition Coordinator is responsible for providing leadership, coordination, and oversight of the Student Nutrition Program across all WBE schools. Working under the direct supervision of the Associate Director, the successful candidate will support nutrition services, staff supervision, food safety, program administration, and continuous program improvement.

RESPONSIBILITIES:

- Provide leadership and oversight for the Student Nutrition Program across all schools
- Assist with budget administration, funding applications, and departmental reporting
- Develop nutritious, balanced, and culturally relevant menus and standardized recipes
- Coordinate food purchasing, inventory management, supplier relationships, and deliveries
- Provide supervision, scheduling, training, and support to nutrition staff
- Ensure compliance with food safety standards, public health requirements, and WBE policies
- Monitor kitchen equipment, coordinate maintenance and repair needs
- Support student and community engagement initiatives related to nutrition and wellness

QUALIFICATIONS:

- Post-Secondary diploma or degree in Nutrition, Food Service Management, Culinary Arts, Business Administration or a related field; equivalent experience may be considered
- Minimum three (3) years of related experience, including staff supervision
- Experience with food service operations, budgeting, reporting, and food safety practices
- Current Food Handler Certification and WHMIS Certification
- Valid Class G Driver's Licence and reliable transportation
- Strong leadership, communication, organizational, and computer skills
- Knowledge and appreciation of Anishinaabe culture and community values; fluency in Anishinaabemowin is considered an asset

DEADLINE: **July 24, 2026 @ 2:00 p.m.**

Interested applicants are invited to submit a cover letter, resume, and three current work-related references. A current Criminal Reference Check with Vulnerable Sector screening upon offer of employment.

DIRECT APPLICATIONS TO:

"Nutrition Coordinator"

Wiikwemkoong Board of Education
34 Henry Street Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834

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