



Boys & Girls Clubs
of Winnipeg
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CSI Summer Learning Program – CSI Food Coordinator

Requisition #:	19-CSI-FC1
Facility/Location:	One of the following schools: Champlain, David Livingstone, Dufferin / Pinkham, John M King, King Edward, Lord Selkirk, Machray, Norquay, Shaughnessy Park, Sister MacNamara, Victoria Albert, William Whyte / Niji Mahkwa.
Term Duration:	02 July 2019 - 09 August 2019
Wage:	\$14.50 / hour (plus 4% vacation pay)
Anticipated Shift:	Monday – Friday, 35 hours / week
Numbers of positions open:	1 per site
Start date:	July 2 nd , 2019

Position Summary

The Food Coordinator is responsible for all aspects of food preparation, sanitary clean up/maintenance and service for the children and staff in the CSI program. This includes: planning nutritious menus, ordering the necessary food and supplies and preparing breakfast and lunch for approximately 70 children and staff each day. The Food Coordinator reports directly to the Teacher Coordinator at the school site.

Responsibilities

Plan prepare and serve breakfast and lunch; prepare bagged lunches on field trip days; prepare food for families and community members for special events; order food and supplies from designated food supplier; adhere to outlined budgets; participate in scheduled workshops and/or trainings; complete and submit paperwork on time, this includes weekly menus, cheque requisitions, travel claims and invoices.

MUST HAVE QUALIFICATIONS:

- Current and valid Food Handler's Certificate
- Demonstrated experience making meals for large groups of 70+ people
- Demonstrated experience planning, budgeting, and ordering food.
- Knowledge of allergies, other sensitivities including cultural considerations

PREFERRED QUALIFICATIONS

- Current and valid CPR Certification and Emergency First Aid Certification
- Post-secondary education in culinary arts

This position is subject to the successful completion of a Criminal Record Check and a Child Abuse Registry Check.

Please submit a cover letter stating which school site you prefer, how you meet the qualifications and resume NO LATER than March 15th, 2019. Please quote the requisition # and send to: Corinne Steski steski@wbgc.mb.ca



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