



## Food Coordinator- CSI Summer Learning Program

### Job Posting

<b>Requisition #:</b>	26-CSI-FC1
<b>Job Type:</b>	Project, Term
<b>Wage:</b>	\$21.28 / hr
<b>Term Duration:</b>	June 1, 2026 to August 11, 2026
<b>Anticipated Shifts:</b>	June 1 - 14: 10 hours/week June 15 - August 11: Monday – Friday, 8:30am – 4:00pm (35 hours/week)
<b>Number of positions:</b>	1
<b>Posting Closes:</b>	March 29, 2026

#### **What is CSI Summer Learning Program?**

*The Community School Investigators (CSI) Summer Learning Program offers a variety of academic, recreational, and educational activities during the summer months that students would not otherwise experience in a safe and caring environment.*

*Every day from 9:00 am - 2:30 pm, children in grades 1-6 take part in numerous opportunities designed to strengthen their math, reading, and writing skills, along with problem solving and language acquisition. Instructors deliver academic activities in the morning and provide physical activity and cultural experiences in the afternoon. These opportunities include field trips, guest artists, sports and recreation activities. To ensure children make the most of the program, they also receive two nutritious meals and a snack each day.*

To learn more about the CSI Summer Learning Program, check out this video  
<https://vimeo.com/95433631> or visit the BGC Winnipeg website at [www.bgcwinnipeg.ca](http://www.bgcwinnipeg.ca)

#### **Position Summary:**

The CSI Food Coordinator is responsible for overseeing all aspects of breakfast, lunch and snack coordination and implementation at 12 CSI program sites (approximately 80 people per site). This includes training and supervising 12 Site Cooks; ordering the necessary food and supplies; coordinating food deliveries; visiting sites to ensure that all health and safety protocols are adhered to.

#### **Responsibilities:**

- Ensure that all health and safety protocols are known and adhered to at all sites
- Leading scheduled workshops and/or trainings as requested for Site Cooks
- Assisting in planning breakfast, snack, and lunch menus for all sites, taking into consideration participants' dietary requirements and allergies
- Coordinating food and supplies orders and deliveries for all sites
- For special events, coordinating and ordering food to the sites
- Purchasing food and supplies if there are discrepancies with orders upon delivery
- Track and monitor the CSI food budget on a weekly basis ensuring adherence to outlined budgets



- Completing and submitting paperwork on time; this includes cheque requisitions, invoices, and reports
- Communicating issues and concerns to the Assistant Director of Programs
- Providing supervision, direction, support and feedback to Site Cooks
- Seek regular feedback from Team Leaders on Site Cook performance
- Filling in as a site cook when needed

**REQUIRED SKILLS AND ABILITIES:**

- Experience coordinating and planning meals for large groups and modifying menus to accommodate allergies, sensitivities, and cultural needs
- Strong organizational and multitasking skills.
- Excellent leadership skills; manage stressful situations, lead and motivate staff.
- Knowledge of food safety regulations.
- Ability to work in a fast-paced environment.
- Knowledge of nutrition requirements of Canada's Food Guide
- Experience working with suppliers and food orders
- Inventory and record-keeping procedures
- Ability to work independently and as part of a team
- Excellent interpersonal, oral, and written communication skills
- Valid CPR and Emergency First Aid Certification (or able to obtain prior to start date)
- Valid Manitoba Food Handler's Certificate (or able to obtain prior to start date)
- Valid Class 5F Manitoba Driver's License and have access to a reliable vehicle
- Provide and maintain a relatively clear Driver's Abstract

This position requires a current satisfactory Police Records Check (including Vulnerable Sector Search - PVSC) and Child Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

**How to Apply:** Forward your cover letter and resume in confidence to [hr@bgcwinipeg.ca](mailto:hr@bgcwinipeg.ca) (*Please clearly state posting requisition number in the subject line*)

**Deadline for applications is March 29, 2026.**

We thank all those that apply but only candidates selected to move forward in the selection process will be contacted.

*BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodation to applicants throughout our hiring process, upon request.*