



Site Cook- CSI Summer Learning Program

Job Posting

Requisition #: 26-CSI-SC1
Location: One of the following sites: Champlain, David Livingstone, Pinkham/Dufferin, John M King, King Edward, Lord Selkirk, Machray, River Elm, Shaughnessy Park, Sister MacNamara, Victoria Albert, Keewatin Prairies
Job Type: Project, Term
Wage: \$17.50 / hr
Term Duration: June 30, 2026 to August 10, 2026
Anticipated Shifts: Monday – Friday, 8:30am – 3:00pm (30 hours/week)
Number of positions: Approximately 12
Posting Closes: 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

Position Summary:

The CSI Site Cook is responsible for all aspects of breakfast, lunch and snack preparation and delivery for the 50-90 children, youth and staff in the CSI program. This includes receiving food orders and supplies for the site; preparing, cooking, portioning and serving all meals and snacks; cleaning and sanitation; and ensuring that all health and safety protocols are adhered to.

Responsibilities:

- Responsible for safe food handling and storage procedures are always followed in your assigned kitchen by you and any kitchen helpers
- Cooks and prepare a breakfast, lunch and snack according to planned menu (making substitutions when required)
- Ensuring all dietary restrictions, cultural needs and allergies are accommodated
- Preparing bagged lunches on field trip days
- Accepting delivery of food and supplies, checking the quality and quantity of food and notifying the Food Coordinator of any discrepancies
- Cleaning up after meals and keeping the kitchen area clean and sanitary



- Working with site instructional staff to develop breakfast and lunch routines
- Acting as a positive role model for children and youth
- Supervise volunteers assigned to the kitchen

REQUIRED SKILLS AND ABILITIES:

The incumbent must have proficient *knowledge* in the following areas:

- Preparing meals and snacks for large groups
- How to modify menus to accommodate allergies, sensitivities, and cultural needs
- Nutrition requirements of Canada's Food Guide
- Portion controls
- Safe food handling, storage, and sanitation standards and techniques
- Inventory and record-keeping procedures
- Ability to work with people from diverse backgrounds, cultures, abilities, and family structures
- Ability to work independently and as part of a team
- Excellent interpersonal, oral, and written communication skills
- Demonstrates planning, organization, initiative, and leadership qualities
- Ability to manage and motivate volunteers effectively
- Demonstrates patience and can manage stressful situations
- 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)

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@bgcwinnipeg.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 accommodations to applicants throughout our hiring process, upon request.