



KELSEY SCHOOL DIVISION Nutritional Coordinator

About Us: At KSD, we are dedicated to promoting healthy and nutritious eating habits within our community. We are seeking a motivated and skilled Nutritional Coordinator to join our team and oversee our food service operations. This role is essential to ensure that our food programs run smoothly and efficiently, providing high-quality nutrition to those we serve.

Job Summary: The Nutritional Coordinator will be responsible for supervising food prep workers, organizing and developing nutritious snack and meal menus, coordinating food delivery, and managing food preparation. This role also involves monitoring food waste, communicating with schools to ensure adequate food supply, maintaining data on food consumption, and managing budgets for food and related items.

Key Responsibilities:

- **Supervision:** Oversee and manage 1-2 food prep workers, ensuring tasks are completed efficiently and to high standards.
- **Menu Development:** Create and develop nutritious snack and meal menus that meet dietary guidelines and cater to diverse needs.
- **Food Coordination:** Coordinate the timely delivery of food and snacks, ensuring all orders are fulfilled accurately.
- **Food Preparation:** Assist in the preparation of food as needed, maintaining high standards of hygiene and quality.
- **Budget Management:** Work within a budget for food, equipment, and other related items, making cost-effective purchasing decisions.
- **Waste Management:** Implement strategies to minimize food waste and ensure proper utilization of resources.
- **School Communication:** Liaise with schools to ensure they receive adequate food and snacks for students, addressing any concerns promptly.
- **Data Management:** Track and maintain accurate records of food prepared and consumed, analyzing data to improve operations.
- **Purchasing:** Manage procurement of food and supplies, ensuring all items are of high quality and purchased at the best possible prices.

Qualifications:

- **Experience:** Previous experience in food service management or a related field is preferred.

- **Skills:** Strong organizational, communication, and leadership skills.
- **Knowledge:** Understanding of nutritional guidelines and food safety practices.
- **Education:** minimum grade 12 education, Food Handler's certification (or ability to obtain within 30 days of hire)
- **Abilities:** Ability to work within a budget, manage multiple tasks simultaneously, and lead a team effectively.
- **Valid Driver's License**

What We Offer:

- Salary range (\$25.00hr-\$27.00hr)
- Opportunities for professional development
- A supportive and collaborative work environment

How to Apply: Interested candidates should submit their resume and a cover letter outlining their relevant experience and qualifications to Claudelle Needham at:

needhamc@ksd.mb.ca

KSD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

CLOSING DATE FOR APPLICATIONS: Open until filled

Successful applicant must provide CRC/VSC and Child Abuse Registry checks.

Kelsey School Division wishes to thank all applicants in advance for their interest and will respond to only those applicants selected for an interview.