



FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

POSITION:	Food Services Coordinator
LOCATION:	Frontier Collegiate Institute Campus
START DATE:	As soon as possible
HOURS/DAY/MONTHS:	8 Hours/Day, 5 Days/Week, 10 Months/Year
TERM OF EMPLOYMENT:	Permanent
SALARY:	\$24.10/hour
UNIONIZED/NON-UNIONIZED:	Unionized
APPLICATION DEADLINE:	Monday, February 12, 2018

Reporting to the Vice Principal – FCI Campus, the Food Services Coordinator is responsible for the overall operation of the cafeteria. Responsibilities include staff and student scheduling, inventory control, purchasing, menu planning and meal preparation for approximately 260 students as well as Division sponsored activities.

QUALIFICATIONS

- Certificate of Qualification (Red Seal)
- Certification in either National Food Safety Training Program, Food Safe or Food Handler's Sanitation program is required
- Three years' experience in a full service cafeteria setting handling quantity cooking and some experience in supervising staff or an equivalent combination of training and experience approved by the Division
- Commercial/institutional cooking experience
- Experience with accounts payable, budget control, purchasing, receiving and payroll
- Experience with inventory and quality control systems
- Experience with menu preparation and nutritional requirements
- Thorough knowledge of safe sanitation and food-handling techniques and Workplace Health and Safety requirements
- WHMIS and First Aid/CPR certification
- Excellent interpersonal, verbal and written communication skills.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Directs Food Services personnel and student employees
- Develops menus in compliance with the Division's Healthy Foods Policy
- Ensures the safe and effective operation and maintenance of all kitchen and dining room equipment
- Processes accounts payable and payroll, prepares schedules for staff and student workers
- Purchases and receives food items, equipment, and paper products and maintains inventory and quality control
- Assumes responsibility for cooking when necessary

Applications must include a cover letter, current resume and a list of three professional references including contact numbers, all of whom must have knowledge of the applicant's performance in the applicant's current or recent assignment. Consent to contact references is also required. Forward application package to:

Mr. Keith Coutu, Vice Principal
Frontier Collegiate Institute Campus
Cranberry Portage MB R0B 0H0
Phone: (204) 472-3634 Fax: (204) 472-3513
Email: Keith.Coutu@fsdnet.ca

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted.

By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) And Child Abuse Registry Check, at their own expense, as a condition of employment.

Further information is available at www.frontiersd.mb.ca