

# NUTRITIONAL/ TRADITIONAL FOOD PREPARER & BUDGET COORDINATOR

Batchewana First Nation Nimkii-Naabkawagan Family Crisis Shelter

Range: \$18.05- \$20.15

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Summary of Position

The Nutritional and Traditional Food Preparer and Budget Coordinator will coordinate the daily menus and food budgets for the shelter, using the Canada Food Guide and incorporating local traditional foods. Guidance, knowledge and mentorship will be provided to clients in a nurturing and supportive environment.

Key Duties & Responsibilities

- Mentor and provide guidance to clients through food preparation and storage to develop and enhance skill confidence and food confidence in the kitchen
- Network with local food sources to promote traditional foods into diets
- Responsible for working within allocated budget
- Connect clients to local food sources, such as farmers, fisherman, hunting, etc. to assist clients with healthier options and to minimize personal food costs
- Foster a nurturing environment for clients of all skill and knowledge levels so that helping relationships can be promoted and encouraged between staff and clients
- Instruct and complete meal preparations with the client to ensure knowledge transfer
- Responsible for menu creation and inventory maintenance within budgetary schedule.
- Responsible for monitoring and maintaining the Health and Safety standards and protocols as per legislation requirements
- Make sure all allergies are posted and up to date.
- Will perform light housekeeping duties such as sweeping, mopping and sanitizing to ensure a healthy, clean environment.
- Other related duties as assigned.

Qualifications & Experience

- High school diploma/G.E.D equivalent plus a combination of 3 years in food services/traditional food preparation or personal demonstrated abilities
- Food Handling course an asset (willing to train)

Knowledge, Skills & Abilities

- Knowledgeable about traditional foods, ceremonies, and harvesting
- Knowledgeable in Microsoft Office, Excel and Outlook an asset
- Knowledgeable in portion control, and Health and Safety Protocols.
- Effective verbal and written communication skills
- Knowledgeable of impacts of domestic violence on women and families
- Knowledgeable about the culture and the significant characteristics of the social structure and relevant human services needs of Batchewana First Nation.

Conditions Of Employment

- Class “G” driver’s license and access to insured vehicle required
- Favourable CPIC and Vulnerable Sector Check
- Immunizations up-to-date

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding Treaty rights.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

How to Apply & Deadline:

Please forward your cover letter and resume to email:

[humanresources@batchewana.ca](mailto:humanresources@batchewana.ca) Subject Line: Traditional Food Preparer/ Budget Coordinator

ALL APPLICATIONS MUST BE RECEIVED BY March 22, 2024 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.