



Nutritional Services & Maintenance Coordinator
EMPLOYMENT OPPORTUNITY
Full-Time-Contract

The Native Women's Resource Centre of Toronto (NWRCT) is an Aboriginal community-based organization dedicated to providing resources and support to urban Aboriginal women and their families. Our work helps to build the self-sufficiency of Aboriginal women and build our collective capacity to make positive changes in our community.

The **Nutritional Services & Maintenance Coordinator** is responsible for supporting the daily nutritional services and cleanliness of NWRCT. While planning meals that support the wellbeing of clients, participants and community members

Duties include:

- Responsible for the cleanliness of the kitchen and center: sweeping, washing floors, bathroom maintenance, and other cleaning duties
- Garbage, recycling, green bin maintenance
- Responsible for the planning and serving of nutritious meals on a daily basis for approximately 25-40 people while following Canada's food guides
- Maintain records required by the meal program such as maintaining statistics on the number of clients accessing lunch.
- Other kitchen duties include, cleaning and sanitizing work environment, organizing food storage, recycling and waste management, and ordering necessary kitchen and maintenance items.
- Manage food and supply inventory and ordering
- Managing food delivery days and products
- Meal planning for everyday operations as well as for special events, ceremonies, meetings etc.
- Work within and follow budgetary restraints
- Position includes physical demands such as lifting, bending, moving
- Other duties upon request
- Complete various reports

Qualifications and Skills:

- Great interpersonal skills and a positive, team oriented attitude
- Experience in (non for profit) kitchen environment
- Strong knowledge of health and safety in the workplace. Certification an asset
- Strong problem solving skills, with a solution oriented attitude
- Able to work on your feet and able to lift approximately 25-50lbs (i.e. Foodbank deliveries)
- Takes initiative and brings passion to the position

- Independent, self - motivated worker
- Food Handler's Certification (or willingness to obtain)
- WHIMIS Certification (or willingness to obtain)
- Knowledge and awareness of Toronto's Indigenous community.

POSITION AVAILABLE UNTIL FILLED

Please provide a cover letter and resume to ed@nwrct.ca