

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition #303

School Nutrition Coordinator

30 hours per week (7:00 a.m. – 1:30 p.m.; Monday - Friday)

Start Date: November 4, 2019 End Date: June 26, 2020

Closing Date for Applications: October 25, 2019 @ 4:00 p.m.

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The Nutrition Coordinator is responsible for the planning, preparation and delivery of the School Nutrition Program for the Medicine Hat Catholic Board of Education. This includes weekday breakfasts and/or lunches as required at one or more schools. The Nutrition Coordinator will help to build a culture of healthy living and eating with the staff and students.

Primary Duties will include but are not limited to:

- Developing day-to-day menus that align with the Alberta Nutritional Guidelines for Children and Youth (ANGCY) <http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-angcy-overview.pdf>
- Oversee any other employees hired to work within the School Nutrition Program
- Plan, cook and deliver nutritious, balanced meals
- Oversee the cleanup of meals and sanitizing of dishes
- Work closely with community partners in the implementation of the program
- Be responsible for the ordering, receiving and inventory of food supplies
- Ensure orders are placed weekly or semi-weekly and delivery checks are conducted for quality and accuracy
- Keep kitchen equipment clean and in good working order
- Ensure Food Safe practices are maintained at all times
- Adhere to be in compliance with Division policies and Administrative Procedures

Qualifications and Skills:

- Familiar with the Alberta Nutritional Guidelines for Children and Youth (ANGCY)
- Alberta Food Safe Course Certificate <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-food-safety-courses-approved-alberta.pdf>
- Passionate about healthy living and eating
- Ability to manage and supervise employees within the School Nutrition Program
- Criminal Record Check and Alberta Child Services Intervention Record Check
- May be required to use own vehicle, compensation provided

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the District, will undertake to follow, both in and out of your employment with the District, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Nick Gale, Principal, St. Francis Xavier School at (403) 527-7223.

Please indicate interest by forwarding a current resume, cover letter and Division application form to:

Human Resources
Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhcbe.ab.ca

Cover letters must include reference to the Competition #. Support Staff Application forms can be picked up at the board office or found on line under Employment at www.mhcbe.ab.ca.

We thank all those that apply. Only those selected for an interview will be contacted.
Great Schools – Fantastic Staff – Exceptional Programming