

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Student Nutrition Program Coordinator

## **PURPOSE OF THE POSITION**

Reporting to the Education Department Manager, the Student Nutrition Program (SNP) Coordinator supports the administration and implementation of student nutrition programs at 8 program sites in 5 Matawa First Nations and at the Matawa Learning Centre. This includes the development of agreements with vendors to reduce the cost of food and its delivery to the program sites. The SNP Coordinator will also be responsible for the preparation of food and the administration of the student nutrition program at the Matawa Learning Centre.

## **SCOPE**

The Student Nutrition Program (SNP) Coordinator works with the 8 sites under the Ministry of Children and Youth Services (MCYS) First Nation Student Nutrition Program (FNSNP) to ensure provincial guidelines and reporting requirements are met. Assistance is also provided to the Matawa First Nation site managers in the administration of their programs. As well, the SNP Coordinator works with food vendors and transportation providers to improve prices and services for participating sites in Matawa First Nations.

In addition to regional coordination, the SNP Coordinator will administer the Student Nutrition Program for the Matawa Learning Centre. This will include purchasing and preparing food each morning, and any related clean-up and record keeping.

## **RESPONSIBILITIES**

### 1. Regional Coordination

#### Main Activities

- Administer funds to program sites;
- Support capacity-development for local SNP programs;
- Collect and record financial and program data from each site;
- Prepare financial and program reports for Matawa Education Department and MCYS as required;
- Develop and maintain contacts with food and service providers;
- Coordinate purchasing of food and transportation services for participating Matawa sites;
- Develop and maintain a cooperative working relationship with Matawa SNP sites, Matawa staff members and organizations, and other external agencies and organizations;
- Organize and maintain paper and electronic filing systems for the project.

### 2. Matawa Learning Centre Program

#### Main Activities

- Prepare and serve food for students at the Matawa Learning Centre according to MCYS program guidelines;

- Set up and clean up the program site at the Matawa Learning Centre;
- Record program data to meet MCYS requirements;
- Maintain positive relationships with Matawa Learning Centre staff and students.

3. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Post-secondary education in Office Administration, or Grade 12 diploma and 3 years experience in administration, or an equivalent combination of education and experience;
- Safe food handling certificate;
- Computer literate in the use of a variety of office software, preferably in an Apple environment;
- File management systems, both paper and electronic;
- Confidentiality requirements within school and office environments;

### **Skills**

The incumbent must demonstrate the following skills:

- Effective communication skills, both written and oral;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Conflict resolution skills;
- A valid driver's license.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Student Nutrition Program Coordinator. The incumbent must also demonstrate the following personal attributes:

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to work well with people from a variety of different backgrounds (students, the general public, school staff, education staff and management).

## **WORKING CONDITIONS**

### **Physical Demands**

The Student Nutrition Program Coordinator may have to travel to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Student Nutrition Program Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education Department may be a busy facility. The Student Nutrition Program Coordinator may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders or members. The Student Nutrition Program Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Education Department may be noisy and busy, making it difficult at times for the Student Nutrition Program Coordinator to concentrate.

### **Mental Demands**

The Student Nutrition Program Coordinator will have to manage a number of requests and tasks at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	