

# MATAWA FIRST NATIONS MANAGEMENT



Job Description

Food Security Coordinator

## **PURPOSE OF THE POSITION**

Matawa First Nations is a tribal council representing nine independent First Nations. Through the Matawa Training and Wellness Centre (MTWC), Matawa delivers holistic, wraparound services in health, child and family services, education and training, justice, and housing.

Food security and healthy living are essential components of supporting individuals and families accessing services at MTWC and Matawa Members residing in Thunder Bay. In response to rising food costs and increased need, Matawa is committed to providing culturally appropriate, community-based food supports, as well as building capacity in areas such as budgeting, food preparation, nutrition, and food storage.

Reporting to the Program and Administrator Manager the Food Security Coordinator (FSC) will lead and coordinate food security initiatives, including overseeing the Matawa Food Bank, managing kitchen operations, and delivering food education programming. This role will also support and assist Matawa Members who reside in Matawa supportive housing, ensuring equitable access to food services and supports.

## **SCOPE**

The Matawa Training and Wellness Centre is a 24-hour/7days a week, year-round facility providing accommodations and services. The kitchen supports residents within the Centre, individuals in the supportive housing units, and Matawa Members in the Thunder Bay community.

The Food Security Coordinator is responsible for:

- Day-to-day kitchen operations
- Oversight of the Matawa Food Bank
- Budgeting, food purchasing, and inventory management
- Staff supervision and training
- Program development, including community and teaching kitchens

The FSC works closely with the Property Manager, Program Manager, Case Managers, and community partners to expand and strengthen food services.

## **RESPONSIBILITIES**

### **1) Food Bank & Community Food Security:**

- Liaise with local food organizations (e.g., RFDA, Roots to Harvest, and other partners).
- Maintain food bank inventory, records, and reporting requirements.
- Complete required documentation and reporting as a food bank partner/member.
- Coordinate food distribution and outreach services.
- Support community kitchens and food programming.

- Ensure proper food storage, safety, and sanitation practices.
- Develop and deliver food preparation curriculum and workshops.
- Provide food coordination, delivery, and support services to Matawa Members, including those residing in Matawa supportive housing.
- Work collaboratively with housing staff to ensure residents have access to nutritious meals, food supplies, and food security programming.

## **2) Kitchen Operations:**

- Plan and implement nutritious, culturally appropriate menus.
- Manage food ordering and budgeting processes.
- Develop and implement kitchen policies and procedures.
- Ensure efficient daily meal service.
- Provide training in food preparation, safety, and waste reduction.
- Report on safety concerns and incidents in accordance with policies.
- Coordinate meal planning and food distribution to support residents in Matawa supportive housing.

## **3) Organization & Program Development:**

- Oversee inventory of food, supplies, and equipment.
- Identify opportunities to improve efficiency and reduce food waste.
- Support implementation of Thunder Bay District Health Unit regulations.
- Assist in monitoring and reporting on kitchen work plans, financial revenues, and expenditures on a monthly, quarterly, and annual basis.
- Develop teaching tools and lead community kitchen initiatives.

## **4) Staff Supervision:**

- Schedule staff to support 7-day operations.
- Supervise, mentor, and support kitchen staff and volunteers.
- Participate in hiring, training, and performance management.
- Foster a respectful, team-oriented work environment.
- Engage clients and residents in menu planning and food programming.
- Ensure staff understand and comply with MFNM policies, procedures, and quality assurance standards

## **5) Administration:**

- Maintain records on menu planning, costs, and outcomes.
- Prepare reports on kitchen operations and food safety.
- Support presentations and reporting as required.
- Ensure compliance with all health and safety standards.
- Perform other duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Strong knowledge of food security issues, including food sourcing, procurement, storage, and distribution.
- Knowledge of Indigenous cultures, traditions, and family dynamics, with the ability to provide culturally appropriate services.
- Experience in community engagement, program coordination, and advocacy.
- Ability to plan, develop, and deliver food programs, including community kitchens and food education initiatives.
- Strong organizational, time management, and problem-solving skills, with the ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills, including report writing and presentations.
- Ability to work independently while demonstrating initiative and sound decision-making
- Strong interpersonal skills with the ability to build and maintain relationships with community members, staff, and external partners.
- Proficiency in Microsoft Office and general computer applications.

### **Qualifications:**

- Post-secondary education in Culinary Arts, Hotel Management, or a related field is preferred.
- Demonstrated experience in large-scale or commercial cooking environments
- Previous supervisory experience in a kitchen or food services setting preferred.
- Proven ability to manage kitchen operations, including menu planning, budgeting, and staff supervision.
- Experience working with Indigenous communities is required.
- Understanding of First Nations cultural practices and family dynamics is preferred.
- Knowledge of traditional foods and safe food handling practices.
- Valid Ontario Driver's License.
- Ability to obtain a Vulnerable Sector Check.

## **WORKING CONDITIONS**

The position may require the incumbent:

- to travel and must be able to fly-in to remote communities and airstrips by small aircraft.
- to billet at a private home
- Working in a kitchen and moving hot, cold or heavy equipment and food plates around

### **Physical Demands**

The Food Security Coordinator may have to lift, carry and manage supplies. They may have to work odd or long hours at times to complete special requests or projects. The Food Security Coordinator may be required to complete purchases and provide deliveries of groceries and prepared foods. The position requires standing for long periods of time in the kitchen where heat and smell may be present.

### **Environmental Conditions**

The Matawa Training and Wellness Centre is a busy facility. The Food Security Coordinator may have to manage several projects at one time and may be interrupted frequently. They may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks. Standing and walking distances between offices will be required.

### **Sensory Demands**

The position may require the incumbent:

- to a high volume of reading documents which may result in eye strain and occasional headaches
- to exposure to smells from bulk food and cooking which may be impactful to some individuals

### **Mental Demands**

The position may require the incumbent:

- to encounter high mental stress, dealing with high pressure and crisis situations

**CERTIFICATION**

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

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.