



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Cook and Nutrition Coordinator

Position Summary

The Cook and Nutrition Coordinator plans and prepares nutritious meals and supports a welcoming food environment that recognizes dietary needs, food security and Inuit food practices. The cook offers programming on cooking on a budget and making nutritious meals.

Their work is rooted in Inuit societal values and is designed to provide a safe, welcoming, confidential and culturally respectful environment.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- Prepare and maintain menu planning in accordance with the Indigenous Canada Food Guide.
- Meet with Shelter Director on an ongoing basis for meal suggestions and meal planning. Keep a binder of recipes and do fun meal making with children and parents on certain nights, special occasions.
- Prepare trauma informed nutritional meals for clients with special diet needs and health concerns.
- Cook Indigenous meals that provide comfort foods for the residents.
- Grocery shop for weekly meals and submit appropriate receipts to the Shelter Director
- Develop and maintain an inventory of all food and kitchen equipment.
- Maintain a clean and sanitary cooking quarters.
- Order additional kitchen supplies and equipment as required.
- Ensure all kitchen appliances are in working order.
- Follow up on any/all food recalls.
- Plan menus and ensure expenses are within the allocated budget.
- Adhere to all policies and procedures and ensure adherence to program best practices.
- Preserve confidentiality of all residents, clients, staff, students, volunteers.
- Ensure Health and Safety compliance in the workplace by following policies, procedures and best practices and reporting any unsafe environments.
- Constructively participate in all staff and team meetings and training sessions as required
- Prepare monthly reports as required.
- Do all interactions from a strength based, resiliency based approach.
- Other duties as required

Qualifications and Experience

- Knowledge of food safety and nutrition.
- A combination of education, training, and other related experience in the area of Safe Food Handling.
- Safe Food Handler Certification.
- Satisfactory background checks is required
- Experience working in an Indigenous organization preferred.
- Understanding of Inuit/traditional foods is an asset.
- Training or experience in trauma-informed practice, crisis intervention and de-escalation.
- Valid driver's license and access to own vehicle required
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca