



**EMPLOYMENT OPPORTUNITY  
FOOD SERVICES COORDINATOR**

<b>POSITION TITLE</b>	Food Services Coordinator
<b>OPERATION</b>	Weli-Ankweyasimk Women's Shelter
<b>SALARY</b>	depending on qualifications and experience
<b>TERM</b>	Term/Part-Time/Shift Work/24 hours per week (with the possibility of renewal dependant on funding)
<b>LOCATION</b>	Halifax Nova Scotia
<b>ESTIMATED START DATE</b>	September 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

Wasoqopa'q First Nation owns and operates the Weli-Ankweyasimk Women's Shelter, an Indigenous Women's Shelter dedicated to providing a safe and supportive environment for Indigenous women and children who have experienced family violence. The facility operates with 24-hour staffing, a 24-hour crisis line, supportive counselling, programming and assistance in navigating external programming, services and systems. The team of the Weli-Ankweyasimk Women's Shelter provide a holistic and client-centered approach to programs and services that are culturally grounded, built upon Indigenous culture, traditions and healing practices, that encourages healing, empowerment, growth and increased overall well-being for Indigenous women and children in maintaining a healthy, violence free lifestyle.

**POSITION OVERVIEW AND OBJECTIVE**

WFN is currently recruiting for a Food Services Coordinator, reporting to the Executive Director, responsible for planning, organizing and executing weekly menus that support health and nutrition and some independent cooking, maintaining an organized kitchen, proper food storage, and waste minimization controls that meet health, and safety industry standards. Nutrition is an integral part of health and recovery that supports a holistic approach to meet the physical, emotional, mental and spiritual needs of Indigenous women, children and youth of the Shelter, in accordance with the Weli-Ankweyasimk Women's Shelter vision and values.

**ESSENTIAL FUNCTIONS AND DUTIES**

**MEAL PLANNING AND PREPARATION**



- Plans and creates nutritionally balanced weekly menus and recipes (including weekends) that suits a wide variety of tastes and capabilities in the kitchen to support some independent cooking
- Ensures menus are posted and in visible areas, with clear instructions for preparation, to coordinate and support some independent cooking
- Liaises with Shelter employees to create and recommend ideas and menus that reasonably accommodate special cultural, nutritional and health needs (eg. food allergies and dietary requirements)
- Prepares a weekly shopping list, within an established budget, based on the menu, utilizing donations as much as possible
- Conducts weekly shopping to support prepared meals and independent cooking
- Prepares healthy lunches and dinners, in collaboration with Shelter employees, three days a week for Indigenous women, children and youth of the Shelter
- Conducts prep for snacks and meals, preparing as much ahead as possible, to support some independent cooking

#### **EQUIPMENT**

- Organizes and maintains kitchen inventory, ensuring that all food items are covered, labelled and dated appropriately, ensuring food is stored safely, and monitored for expiry dates and possible damages
- Maintains a clean and orderly kitchen and pantry area, ensuring regular and thorough cleaning of appliances, walls, cabinets, and shelves
- Implements and maintains food cost controls through waste minimization, where applicable, and works with Shelter employees to adhere to guidelines
- Follows equipment operating instructions, supporting preventative maintenance, troubleshooting breakdowns, and advising the Maintenance/Custodian of repairs needed
- Reviews and checks daily logs for temperatures of freezers, refrigerators, or heating equipment to ensure proper functioning

#### **HEALTH AND SAFETY**

- Respects a workplace culture that takes responsibility for Health and Safety
- Inspects food preparation and serving areas to ensure compliance with health and safety industry standards
- Maintains adherence and supports compliance of all Health and Safety regulations, including the food safety of all Shelter residents
- Maintains and participates in all Health and Safety training, in accordance with the requirements of the position
- Communicates and collaborates with other kitchen staff and volunteers, regarding meal planning and preparation, daily checks and overall cleanliness in accordance with health and safety industry standards
- Adheres to all Wasoqopa'q First Nation (WFN) Policies, Procedures and Weli-Ankweyasimk Women's Shelter procedures, as required
- Other duties, training and activities related to support the operational needs of the Weli-Ankweyasimk Women's Shelter, as required

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#### **QUALIFICATIONS**

- Highschool diploma with two years experience working in a commercial kitchen setting with demonstrated knowledge of cooking and meal preparation
- Knowledge and experience cooking for large multi-generational groups with varying dietary needs



- Knowledge of Mi'kmaq/Indigenous Culture & History
- Knowledge and experience working in a Mi'kmaw and or Indigenous communities
- Knowledge of food safety and health and safety industry regulations
- Food Handler's Certification (up to date or willing to renew)
- First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal record and vulnerable sector check upon hiring, Child Abuse Registry Check

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#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Self-motivated, directing one's own activities with minimal supervision
- Effective communication skills, both verbal and written
- Proven ability to multi-task, set priorities based on competing demands
- Thrive in a high-paced and collaborative environment
- Strong organizational and time management skills, with excellent multi-tasking skills
- Ability to work independently and as part of a team
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur on a shift-based schedule, 24/7 operations
- A valid driver's license and access to a reliable vehicle for transportation
- In performing the regular duties and functions of the position, the employee is regularly required to use hands, stand, walk, stoop, kneel, and or crouch
- Frequently lifts and or moves repetitively up to 30lbs, and occasionally lifts or moves 50lbs
- Long periods of standing to conduct meal prep and prepare meals occurs

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote #FOODSERVICES on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

#### **DEADLINE TO APPLY**

**Deadline to Apply: July 4, 2025**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***