



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Snack Coordinator – Clareview Head Start

Early Learning Division

Job Purpose

The Snack Coordinator is part of the larger Head Start team and is responsible for the planning and preparation of nutritious and appetizing snacks to the children and families. They will maintain healthy and hygienic standards and practices of the agency, the food services industry and Capital Health Authority.

Duties and Responsibilities

Administration:

- Work within yearly food budget. Record and submit receipts to ensure accurate allocation, expenditures, and accountability of funds.
- Coordinating regular grocery shopping excursions to ensure that menu plans and budget allocations are being met.
- Maintain records and reports by appropriate documentation in order to meet program standards.
- Assist with the completion of appropriate grant and funding applications.
- Coordinate and plan weekly menu accommodating for the Canada Food Guide, children's dietary restrictions and allergies, as well as the developmental needs of the children.
- Organize, allocate duties, and supervise volunteers, parent participants and students to ensure a smooth and hygienic operation of the kitchen.
- Other duties may be assigned as needed.

Cleaning/Maintenance:

- Maintain cleanliness of kitchen area and equipment, including laundry, maintaining laundry room, dishwashing and cleaning/sanitizing kitchen area on a regular basis.
- Monitor and maintain suitable levels of cleaning supplies and paper products for programming needs.
- Check and ensure regular maintenance of food services equipment, appliances, and storage containers to meet and maintain hygienic and safe standards.
- Other duties may be assigned as needed.

Communication

- Affirm quality and satisfaction of food choices by communicating and surveying staff regarding snacks and meals.
- Use problem solving strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- Participate in monthly program team meetings and provide feedback and input as appropriate.
- Other duties may be assigned as needed.

Qualifications

- Food preparation certificate or equivalencies.
- Food preparation and menu planning skills.
- Ability to prioritize and maintain high levels of cleanliness in the food services area.
- ECE level I an asset.
- Ability to plan, purchase supplies and maintain accurate records and receipts.
- Clear Security Clearance Check and Child and Youth Intervention Record Check.
- Current First Aid and CPR certification.

Working Conditions

This position is a permanent full time position during regular weekday business hours. On occasion, you may be required to work in the evenings and/or on weekends and it is expected that you modify your schedule accordingly.

Salary Scale

Starting: \$14.30/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.