

## **Nutrition Services Outdoor Education Centre Coordinator**

1 – Acting Position

### **Business Services**

**CUPE Local 4400 Unit C - Grade L (10 to 12 Months)**

**\$36.63 – \$43.01 per hour**

**(It is anticipated that the acting assignment will end on June 27, 2025)**

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*Reporting to the District Manager, the Coordinator will assist with the provision of an efficient, cost-effective residential style meal service, and a nutritionally sound responsive catering service. Responsible for the service of three meals per day and special dietary requests as needed. The Coordinator will also provide direction to cafeteria support staff.*

#### **Summary of Duties:**

- Prepare and handle food for residential style meals breakfast, lunch and supper;
- Order food and sundry supplies;
- Check, receive and store all supplies;
- Maintain budgeted food cost;
- Maintain budgeted labour cost to reflect revenue fluctuation;
- Market and promote services;
- Take training from coordinator;
- Train Nutrition Support Services general help;
- Provide direction and guidance to general help;
- Evaluate results;
- Liaise with customers;
- Liaise with Nutrition Services office;
- SAP data entry;
- Prepare financial reports;
- Maintain sanitation levels in all areas of the kitchen;
- Operate a cash register and make bank deposits;
- Ensure security of kitchen and servery areas;
- Menu plan for dietary, religious, medical and lifestyle requirements as needed;
- Plan and coordinate catering services;
- Plan and provide service for catering requests; and
- Other related duties as assigned.

#### **Qualifications:**

- Secondary School Diploma plus 1 post-secondary year of courses in Food Service/Hospitality including courses in food processing with 1 year of related experience in large quantity food production, or an equivalent combination of education and experience;
- Proficient keyboarding skills and expertise in the use of computer technology (e.g., computer word processing, spreadsheets and HR/Payroll and Financial applications);
- Experience using kitchen equipment and in quantity food production;
- Good working knowledge of food and labour cost controls;
- Successful lead hand experience;

- Proven ability to provide catering services to internal and external clients with a customer service focus;
- Successful experience maintaining records of revenue and expenditures;
- Good communication and demonstrated customer service focus;
- Organizational skills;
- W.H.M.I.S./H.A.C.C.P. knowledge; and
- Working knowledge of related Board policies and procedures.
- Knowledge of vegetarian, food allergies, religious dietary requirements, and appropriate menu planning.

**Special Requirements:**

- Ability to stand/walk for extended periods; and
- Ability to lift boxes and cooking equipment (e.g. pots and pans) and supplies etc. (up to 50 pounds).

**Location:** 30 Centre Island Park (Wheelchair Accessible)

**Hours:** 5 to 7 Hours per day. (Hours are based on operational demands and revenue)  
Standard hours – Day shift. However, some shifts may be scheduled in the evening in order to meet program needs. From time to time, the shift may be scheduled on weekend to meet operational demands.

**Work Year:** 10 to 12 Months (Operational demands and revenue determine work year)

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter to: [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-25-1012UTE** in the subject line
3. Apply no later than 4:30 pm on **January 23, 2025**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.***