



UPCYCLE KITCHEN COORDINATOR– 172R1-24-4
Child & Youth, Wellbeing
Contract 6 Months

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **January 15, 2025**, for the **Upcycle Kitchen Coordinator** with **Child & Youth, Wellbeing**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Upcycle Kitchen Coordinator** reports to and works under the direction and supervision of the Child & Youth Health Team Program Supervisor, Health Services, Six Nations Elected Council.

PURPOSE AND SCOPE OF THE POSITION: The Upcycle Kitchen Coordinator is the key person responsible for helping to facilitate the reduction of food waste throughout the Six Nations community. The coordinator will repurpose food to preserve it in various ways and create new dishes out of repurposed food. The role will be responsible for food access, sustainability, security, and sovereignty across the Department of Wellbeing and within the Six Nations community.

Type	Contract 6 months
Closing Date	January 15, 2025
Hours of Work	35hrs./week
Wage	\$25.44/hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Basic Qualifications

- A grade 12 diploma or equivalent
- A minimum 2 years of working in foodways
- Understanding of food waste and food access
- Basic understanding of food safety, cross-contamination
- Ability to be creative when it comes to repurposing food
- Experience planning and facilitating workshops

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Experience preserving food through various methods – freezing, freeze drying, canning, etc.
- Experience working in an industrial kitchen
- High level of computer skills – Microsoft Office, MS Word & Excel

Other Related Skills:

- Having experience working in a kitchen, food bank, and/or farm
- Understand the interconnections between food access, security, and sovereignty in First Nations communities
- Strong organizational skills and ability to work independently, prioritizing workloads, and cooperatively with other service providers
- Ability to manage multiple tasks and shift priorities accordingly to plan programming and classes and/or related events
- Understands the importance of Confidentiality; ability to work with tact and discretion
- Possesses a valid G driver's license
- Possesses a safe food handler's certification or willingness to obtain
- Possesses CPR and first aid certification or willingness to obtain
- Ability to stand for long periods and lift 50lbs on occasion

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Sydney Lewis, Human Resources Business Partner at 519-445-2223 ext. 5755 or via email at hrbp4@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

UPCYCLE KITCHEN COORDINATOR – Contract 6 Months

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172R1-24-4

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohswegen, Ontario N0A 1M0



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POSITION DESCRIPTION – DEPARTMENT OF WELLBEING

POSITION TITLE: Upcycle Kitchen Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Health Team Program Supervisor, Health Services, Six Nations Elected Council.

PURPOSE AND SCOPE OF THE POSITION:

The Upcycle Kitchen Coordinator is the key person responsible for helping to facilitate the reduction of food waste throughout the Six Nations community. The coordinator will repurpose food to preserve it in various ways and create new dishes out of repurposed food. The role will be responsible for food access, sustainability, security, and sovereignty across the Department of Wellbeing and within the Six Nations community.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Increase access to nutritious foods within the Six Nations
- Repurpose food waste gathered across the Department of Wellbeing
- Ensure seasonal foods are gathered/harvested/picked to be preserved
- Ensuring health and safety standards are followed
- Catalogue items that have been upcycled within a database
- Created upcycled dishes/goods that can be resold or used for programming
- Create and facilitate programming that teaches community members how to upcycle
- foods
- Repurpose foods from:
 - Leftover food from community events
 - Community gardens
 - Remaining produce from the market each week
 - Seconds that growers may bring/donate
 - Items donated but cannot be used immediately
- Preserve food for long-term storage
- Engage in active processes that advance food security and sovereignty work

2. Communications Functions:

- Employs appropriate communication skills when interacting with participants, families,
- and other staff
- Follows procedures for reporting hazardous conditions, equipment, and incidents
- Ensures relevant regulations maintain privacy
- Provides appropriate advocacy for participants and families when necessary

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- Identifying opportunities to reduce food waste in the community
- Determine the best ways to use repurposed food to increase food access for community members
- Communicate with growers, producers, and caterers within the community as needed
- Communicate with attendees of community programming
- Regular and prompt communication with teams across the Department of Wellbeing

3. Administrative Functions:

- Keep a record of food inventory, best-before dates
- Weekly, monthly, and seasonal planning
- Ordering food when needed
- Date, label, and track food as it's processed for health and safety
- Grant writing, as needed
- Provide stats on any programming

4. Other Functions:

- Performs other job-related duties as may reasonably be required
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety, and risk management

WORKING CONDITIONS:

- Working has a high profile, extensive public contact, and is subject to deadlines and interruptions
- Work times may be subject to unscheduled hours

WORKING RELATIONSHIPS:

With the Child and Youth Health Team Program Supervisor

Receives direction, guidance, and encouragement; discusses plans and priorities

With the Department of Wellbeing Nutrition Staff

Discusses and disseminates plans together to ensure tasks are done efficiently and effectively in a collaborative way

With Other Staff

Promotes courtesy, cooperation, and teamwork with all staff

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships

With the Public

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Represents and promotes the health services interests of Six Nations; works in a courteous, cooperative, positive, and proactive manner; provides information and advice

KNOWLEDGE AND SKILLS:

Basic Qualifications

- A grade 12 diploma or equivalent
- A minimum 2 years of working in foodways
- Understanding of food waste and food access
- Basic understanding of food safety, cross-contamination
- Ability to be creative when it comes to repurposing food
- Experience planning and facilitating workshops
- Experience preserving food through various methods – freezing, freeze drying, canning, etc.
- Experience working in an industrial kitchen
- High level of computer skills – Microsoft Office, MS Word & Excel

Other Related Skills:

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IMPACT OF ERROR:

Errors in judgment and the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort, and misinformation given to the Director of Health Services, Health Committee, Six Nations Council, Government Agencies, and the public.

CONTROL:

Guiding principles set by the Department of Wellbeing and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Department of Wellbeing and other legislation provided by the respective government.

Revised October 2024