



On Call - Nourishment Coordinator Casual

Port Hardy and North Island
Quatsino

Friday November 7, 2025

\$21 - \$25/ hour

Company: Quatsino First Nation

Industry: Management/ Administration

How to apply:

Please send your resume to nicola.diplock@quatsinofn.ca

Expiry Date:

Friday, November 21, 2025

Details:

Position Summary: The Community Nourishment On-Call Coverage provides flexible, as-needed support to ensure continuity of nutrition and meal services within Family

Social Services. This position is responsible for delivering healthy, nutritious food to the community with professionalism and care, stepping in to cover regular program duties during staff absences, peak service periods, or special events. The role may include preparing meals for school-aged children, Elders, and vulnerable populations; assisting with community food programs such as the breakfast program, healthy snacks, and Meals on Wheels; and supporting broader Family Social Services initiatives. This position ensures consistent quality, safety, and cultural relevance in all food preparation and service activities. Hours of work will vary based on operational needs. Shifts may occur on weekdays between 7:30 AM and 2:00 PM with a 30 minute lunch or as required for community events.

Qualifications & Experience:

Primary Responsibilities and Accountabilities:

- Program Support and Coverage
- Provide meal preparation and program delivery coverage for the Community Nourishment
- Coordinator or related roles during absences, high-demand periods, or special projects.
- Follow established meal plans, recipes, and procedures to ensure consistent service delivery.
- Assist with setup, serving, and cleanup for community meal programs such as the Breakfast Program, Healthy Snacks, and Meals on Wheels.
- Ensure all food handling meets health and safety regulations and community standards.
- Maintain cleanliness and organization of the kitchen and workspace after each shift.
- Community and Program Collaboration
- Work collaboratively with Family Social Services team members to ensure uninterrupted meal service.
- Support community workshops or food-related initiatives as needed, such as food preservation or nutrition awareness sessions.
- Provide feedback on meal preparation processes, supplies, and inventory when assisting with program operations.

Food Safety and Professionalism:

- Adhere to food safety, hygiene, and storage standards at all times.
- Demonstrate professionalism, reliability, and respect in all interactions with community members, Elders, and staff.
- Ensure confidentiality and sensitivity in handling community needs and information.

Qualifications and Requirements:

- Experience in food preparation or community meal service (school, Elder care, or community kitchen settings preferred).
- Valid Food Safe certification (or willingness to obtain).
- Ability to work independently and as part of a team.
- Flexibility to accept short-notice or variable-hour shifts.
- Commitment to community wellbeing, cultural respect, and high
