

**ADMINISTRATION
OFFICE DEPARTMENTS:**

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

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**SHAWANAGA FIRST NATION
EMPLOYMENT OPPORTUNITY
Kinomaugegamik Elementary School**

Position: School Nutrition Support Service Worker

Vacancies: One (1)

Term: Contract/Part-Time – approx. 20/hours – 4 hours per day (9:00am to 1:00pm).

Start Date: Training last two weeks of June 2026

Salary: To be determined

Duration: September 2026 to June 2027.

Position Summary:

Shawanaga First Nation Education Department School Nutrition Service supports the School Nutrition Program administered on a daily basis, and any lunches that may be necessary for students without. This person also ensures the cleanliness and maintenance of the Kinomaugegamik Elementary School kitchen area.

The School Nutrition Support Service Worker will report to the Principal/Education Director.

Job Duties:

- Shopping for students' nutrition food supplies on a weekly basis.
- Prepare food items for student nutrition morning breaks as per the Canada Food guidelines. Breakfast for learning programs, Breakfast Club of Canada includes purchasing of mandated food choices; assist with collating monthly receipts for reimbursement of school funds.
- Assist with preparing food items for student lunches when required.
- Clean and maintain the Kinomaugegamik kitchen area.
- Keep track of all kitchen supply inventory.
- All other duties and school protocol support services as assigned.

Requirements; Desired Qualifications, Knowledge and Skills:

- High School and/or Grade 12 minimum.
- Safe Food Handler certification.
- First/Aid CPR certification.
- Valid ON Driver's License
- Vulnerable Sector Check is required.

- Strong organizational skills.
- Strong communication skills; both written and oral.
- Excellent interpersonal skills; be a positive role model; must work well with children.
- Ability to problem-solve.
- Ability to work with minimum supervision.
- Ability to work in a unique cultural environment.

Preference will be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted, thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references via in-person, email or fax to;

Ava Pawis
Human Resource Coordinator
Shawanaga First Nation
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