



EMPLOYMENT OPPORTUNITY



Position Title: Nutrition Program Coordinator

Location: Siksika Board of Education - Various School Sites

Employment Type: Full-time

Compensation: Competitive Salary Grid and Benefits

About the Role:

The Siksika Board of Education (SBE) is seeking a caring and reliable individual to join our Nutrition Services team as a Nutrition Program Coordinator. This operational role works directly under the Nutrition Supervisor to provide quality professional services to members of the SBE community. This role drives improvements in inventory management, workflow efficiency, ordering processes, nutritional quality, cost reduction, and coordination, incorporating Siksika foods and foodways where possible.

Responsibilities:

- Coordinate increased nutrition and cost reduction of SBE's nutrition program.
- Promote compliance among kitchen teams for sanitary practices following Alberta and Federal regulatory standards.
- Promote compliance among kitchen teams for menu offerings following Canada's Food Guide, WHO recommendations, sensitivity and allergy adaptations and Siksika food practices.
- Monitor inventory and assist with receiving/storing food deliveries.
- Support food usage tracking and waste reduction.
- Support ordering, menu planning and service across sites that meet SBE nutrition team expectations.
- Maintain a respectful and inclusive environment for all students.
- Follow safety and hygiene protocols at all times.

Requirements:

- Clear Criminal Record Check and Child Intervention Record Check.
- Grade 12 diploma or equivalent
- Safe Food Handling Certificate (Level 2 ISC training is an asset).
- 5 years experience in food service with increasing responsibility.
- WHMIS and First Aid certification are assets.
- Valid driver's license and reliable transportation.
- Ability to lift, move equipment, and perform physically demanding tasks.

Key Competencies:

- Process-oriented: Builds simple systems to cut errors, costs, and waste.
- Detail-focused: Manages data meticulously in fast-paced settings.
- Team supporter: Guides collaboratively and promotes teamwork to support healthy schools.
- Culturally aware: Respects Indigenous protocols and traditional foods.

Working Conditions: Mix of school visits, kitchen work, office coordination, early mornings, and occasional travel between SBE sites.

How to Apply: Send your resume/CV to workwithus@siksikaboardofeducation.com with "Nutrition Program Coordinator" in the subject line.

Application Deadline: February 13, 2026