



TEMAGAMI FIRST NATION

BEAR ISLAND,
LAKE TEMAGAMI, ONTARIO P0H 1C0
TEL 1.888.737.9884 | 705-237-8943
FAX 705.237.8959

Job Posting

Nutrition Coordinator & Caregiver

Department: Tillie Missabie Family Centre

Status: Regular, Full-Time (35 hours per week)

Location: Bear Island, Lake Temagami

Closing Date: Open until filled

Temagami First Nation is seeking a compassionate, organized, and reliable individual to join our team as the Nutrition Coordinator & Caregiver at the Tillie Missabie Family Centre. This unique role combines the preparation and service of nutritious meals with meaningful contributions to the caregiving team. If you are passionate about child development, culturally respectful food practices, and community-focused care, we invite you to apply.

Position Summary

The Nutrition Coordinator & Caregiver plays a vital dual role in supporting the health, nourishment, and wellbeing of children in care. This position involves planning and preparing daily meals and snacks that reflect cultural diversity and nutritional balance, while also participating in daily routines and caregiving activities. The ideal candidate is team-oriented, knowledgeable about food safety, and committed to creating a safe and nurturing environment for all children.

Key Responsibilities

- Plan, prepare, and serve healthy, age-appropriate meals and snacks on a 4-week rotating menu.
- Ensure all food handling, storage, and kitchen sanitation meets public health standards.
- Work collaboratively with caregivers and families to address allergies and dietary needs.
- Support children during mealtimes by modeling healthy eating habits and engagement.
- Maintain kitchen inventory, place weekly food orders, and track food safety documentation.
- Assist with team-based responsibilities including shared laundry, break coverage, and occasional child-related food activities.



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- Contribute to a clean, organized kitchen and shared space through regular housekeeping duties.
- Participate in professional development, training, and program planning sessions as required.

Qualifications

- Practical experience in food preparation and knowledge of food safety regulations.
- Experience working in childcare, community kitchen, or school-based settings.
- Strong interpersonal skills and the ability to support young children with kindness and care.
- Organizational skills to maintain cleaning routines, kitchen logs, and inventory.
- Physically capable of lifting supplies and working in a busy, child-focused environment.
- Knowledge of Indigenous food practices and cultural safety is considered an asset.
- Food Handler Certificate and First Aid/CPR are considered assets but not required.

How to Apply

Please submit a cover letter, and resume via our applications email at apply@temagamifirstnation.ca email. Only the successful final selected applicant will be required to provide a satisfactory Criminal Record Check and Vulnerable Sector in order to obtain employment. The final selected applicant will be required to provide 3 references that can speak to this required skillset.

Applicants who require an accommodation in the hiring process are encouraged to email the Human Resource department directly at apply@temagamifirstnation.ca

Only those selected for an interview will be contacted directly.