

N'QUATQUA

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Posted: December 15, 2025

Job Description:	Nutrition Program Coordinator(s)
Reports to:	Caroline Peters; Director
Department:	N'Quatqua Child and Family Development Centre
Wage Range:	\$25.00
Position Type:	Temporary, Part-Time (25 hours/week x 15 months); suggested schedule M-F 6-9 am, plus weekly menu planning and shopping (hours can be flexible)
Duration:	Contract; immediate start to March 31, 2027
Vacancies:	2
Latest version:	December 9, 2025

JOB SUMMARY

Are you passionate about promoting healthy eating habits and ensuring children have access to nutritious meals? N'Quatqua Child and Family Development Centre is seeking two dedicated and organized individuals to join our team as Nutrition Program Coordinators. As a Nutrition Program Coordinator, you will play a crucial role in developing and delivering our new breakfast and lunch program.

What you'll do in the role:

- Develop and implement weekly, nutritious meal plans for approximately 10 students, accommodating dietary needs.
 - a. Initially piloting for the children in the NCFDC programs, and then potential to expand to all children in the community including K-12.
 - b. Ongoing program assessment - exploring opportunities to improve food security for families (ie. weekend recipes and packs, school age students offerings, working with community garden program, traditional foods, language and culture incorporated, etc.)
- Prepare and serve nutritious, quality breakfast and lunch.
- Follow and work with the relevant standards and guidelines; Aboriginal Head Start (ISC), FNHA, FNEESC, etc.
- Manage comprehensive inventory of food and supplies; ensure timely replenishment and procurement via grocery lists and shopping.
- Adhere to licensing and occupational health and safety procedures.
- Maintain an organized, functioning and hygienic kitchen, working in collaboration with other facility users and staff.
 - a. Organize, clean, and maintain safe kitchen and storage spaces.

ROLES AND RESPONSIBILITIES

As a member of the N'Quatqua team, job duties include the following:

- Work as a team player with the NCFDC staff and all departments; works collaboratively within a multi-disciplinary team and network with other resources to promote holistic health and wellness within the family system and environment.
- Maintain confidentiality.
- Documentation and reporting activities in alignment with N'Quatqua practices and support internal and external reporting as required.
- Participates in staff development, staff meetings and department meetings as required.
- Participates in data collection and evaluation tasks as requested.
- Adhere to N'Quatqua and program policies and procedures.

KNOWLEDGE, SKILLS, QUALIFICATIONS:

- Must have a valid Food Safe certificate.
- Previous experience in food service, kitchen management, or nutrition is preferred.
- Must have a valid driver's license and access to a vehicle (there is a band vehicle that could be used if needed).
 - Clean Driver's record (recent driving abstract to be submitted and renewed annually).
- Must be highly self-directed and able to work with minimal supervision as well as a part of a team.
- Must provide and maintain a clear vulnerable sector criminal record check.
- Due to physical requirements of the work, the incumbent must spend a major portion of the Workday standing, walking, and or sitting as well as possible bending or stretching and lifting up to 25lbs.

Please submit resume and cover letter to chantel.thevarge@nquatqua.ca and caroline.peters@nquatqua.ca

Deadline: **Open until filled**