



# *Indigenous Women's Healing Centre*

NORTH STAR LODGE | MEMENGWAA PLACE | EAGLE WOMEN'S LODGE

## Position Posting

Date of Posting     May 22, 2025

Date of Closing     Open until filled

Position:     Kitchen supervisor **EWL**

### Position Description:

The Kitchen Supervisor functions as a member of the Eagle Woman's Lodge (EWL) team and is responsible to supervise and coordinate food ordering and meal preparation and to do so in a manner that meets, to the extent possible, the nutritional needs and requirements of women and children in residence. The incumbent is expected to work within budget allocations for food and kitchen supplies, to maintain adequate storage of food and to keep an accurate inventory of food and supplies on hand. In addition, the incumbent is responsible to supervise and train residents in meal preparation and kitchen operations. The Kitchen Supervisor is also responsible for facilitating a Practical Skills/Life Skills program for the residents.

### Qualification Required:

- Extensive experience in the management and delivery of food services in a multi-family or institutional setting. IWHC reserves the right to consider any combination of work and life experience deemed acceptable.
- Demonstrated ability to pre-plan and organize the preparation of balanced meals and snacks for large numbers of people.

P (204) 989-8240  
TF 1 (888) 881-0710  
F (204) 586-1101

North Star Lodge  
105 Aikins Street  
Winnipeg, MB R2W 4E6

Memengwaa Place  
116 Robinson Street  
Winnipeg, MB R2W 5N4

Eagle Women's Lodge  
667 Ellice Avenue  
Winnipeg, MB R3G 0A8



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- Knowledge of nutritional requirements of women and children at different ages and stages of development.
- Ability to keep accurate records and inventory to ensure, to the extent possible, that actual expenditures for food and kitchen supplies are kept within the budget allocation.
- Thorough knowledge of suppliers/wholesale outlets and able to establish good working relations with contact persons.
- Aware of the impact and effects of abuse on the lives of women and children and be able to establish relationships with residents built on trust and genuine caring.
- Must have the ability to understand the dynamics of offender behavior and assess their needs and risks.
- The skills to counsel residents/offenders, form effective relationships and gain trust.
- The skills to understand the use of authority in supervision and to intervene effectively in crisis situations.
- Must have the ability to assist offenders in identifying and solving the practical problems involved in their successful reintegration into the community.
- Must be able to handle stressful situations in an effective, deescalating manner.
- The ability to assist in identifying and solving the practical problems involved in successful reintegration into the community.
- The ability to assist in identifying and obtaining community services required for their successful reintegration.
- The ability to demonstrate cultural competence and respect for diversity.
- Ability to work cooperatively with others and contribute as a team member
- Knowledge of Aboriginal culture and customs.
- Food Handler's Certificate
- CPR/First AID Certificate

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- Current Criminal Record Check and Child Abuse Registry Check required for employment consideration and must be able to pass Enhanced security screening
- Valid Class 5 driver's license is required.

Shift/shifts Required: Days - may be occasional evening

Wage Range: \$23.93 - \$25.91 (as of June 1, 2025)

Posted By: Manager of Human Resources

Submit resume/letter of interest to: Manager of Human Resources by email to [humanresources@iwhc.ca](mailto:humanresources@iwhc.ca) by 3:00 P.M. on date of closing.

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