



# *Indigenous Women's Healing Centre*

**Position:** Kitchen Supervisor

**Date of Posting:** November 28<sup>th</sup>, 2025

**Date of Closing:** December 5<sup>th</sup>, 2025

This is a full-time permanent position, Monday to Friday, some evening work could be required.

**Position Description:**

Under the supervision and direction of the Operations Manager and in accordance with Centre philosophy, standards and goals, the incumbent functions as a member of the Eagle Women'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 for supervising and training residents in meal preparation and kitchen operations.

**Skills 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.
- 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 spending on food and kitchen supplies is kept within the budget allocation.
- Thorough knowledge of suppliers/wholesale outlets and able to establish good working relationships with vendors.

- Aware of the impact of intergenerational trauma on the lives of Indigenous women and children, and the ability to create healthy relationships with residents.
- The skills to understand the use of authority in supervision and to intervene effectively in crisis situations.
- Must have the ability to assist residents 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.

**Qualifications Required:**

- Ability to work cooperatively with others and contribute as a team member.
- Knowledge of Indigenous traditions, culture and customs.
- Food Handler's Certificate.
- CPR/First AID Certificate.
- Current Criminal Record Check and Child Abuse Registry Check required for employment consideration.
- Valid Class 5 driver's license is required.

The wage for this position starts at \$23.46. Submit a resume and cover letter which outlines how your skills and qualifications are suited for the role of Kitchen Supervisor to: Christa Campbell, Manager of Human Resources via email to [c.campbell@iwhc.ca](mailto:c.campbell@iwhc.ca).