

NANAIMO

Innovation Academy



DAYCARE PROGRAM MANAGER JOB DESCRIPTION

The Basics:

Title	Nutrition Manager
Reports To	Executive Director
Employment Type	Full-time
Start Date	July 2, 2024
Regular Hours	32-40 hours a week
Pay Range	\$24-26/hour (plus the BC Gov't Wage Enhancement, if eligible)
Location	Reports on site at 905 and 929 Hecate Street

Nanaimo Innovation Academy is a new and innovative non-profit daycare in Nanaimo, BC., opened February 15, 2018. We are excited to welcome staff who love working with children in a creative and dynamic work environment!

OUR PHILOSOPHY AND VALUES

Please read our full guiding philosophy at <https://www.nanaimoinnovation.org/our-philosophy-1>

- Lower student to teacher ratios helps us to provide more individualized support, built on positive relationships between the educators and children
- Ensure guidance and support of children that encourages positive self-esteem, creativity, independence, and good problem-solving skills
- Positive, respectful, and clear communications between all people
- An openness to change and collaboration
- Commitment to providing students access to nature and to help them understand the natural world and our responsibility to sustainability.

Please read our Kid's Healthy Eating Project goals and values: <https://www.nanaimoinnovation.org/copy-of-accreditation>

JOB SUMMARY

We are currently looking for a Nutrition Manager to join our growing team at Nanaimo Innovation Academy. The Nutrition Manager works closely with all kitchen staff to facilitate nutritious, age-appropriate meals to our daycare, oversees and organizes all activities in our garden, and work with all other daycare program managers to coordinate on and off-site programming related to gardening and nutrition in their program. When planning the menu or activities, we expect the Nutrition Manager to

consider the children's interests, sources local foods, fostering local partnerships, the natural progression of the seasons, and the overall budget.

DUTIES AND RESPONSIBILITIES

The Nutrition Manager is responsible for overseeing the daily, weekly and monthly operation of the Kid's Healthy Eating Project with professionalism and creativity. This will involve working collaboratively with other managers and the ECEs in the program and attending weekly Monday meetings. The responsibilities of the Kitchen Manager at Nanaimo Innovation Academy are:

1. Contribute to the ongoing operation of the Kid's Healthy Eating Project
 - Help ensure the Centre meets all VIHA requirements on a daily basis
 - Establish/enforce all needed kitchen procedures and protocols.
 - Supervise kitchen operations and staff ensuring quality standards
 - Work with the Head Chef to plan seasonal menus and prepare daily meals for all students and staff daily.
 - Contribute to monthly and annual nutrition plans
 - Will be expected to be hands-on in all aspects of the kitchen—cooking, prepping, baking
 - Store all food products in compliance with health and safety regulations.
 - Able to follow established recipes, but also interested in creating their own
 - Work on developing an on-site garden that produces some foods or can be used for instruction with the children
 - Able to multi-task in a fast-paced environment
 - Carry out the responsibilities assigned to you in a positive and productive manner
2. Oversee the Garden
 - Plan and maintain the NIA garden and support gardening activities.
 - Work with the kitchen to plan seasonal planting to support recipes.
 - Host educational activities in the garden area for programs
 - Create a composting plan.
 - Bring in guests speakers to support the garden plan.
3. Create Programming with/for Kids
 - Work with teachers to come up with fun learning activities
 - Instruct children on baking projects or educational activities
 - Oversee the lunch time in the main dining area
 - Read stories, sing songs, or explore food in other ways with children.
 - Set up visits to local farms and attend with the children.
4. Office Duties
 - Check nutrition email daily and respond to parents and community partners in a professional manner.
 - Ensure all recoding keeping paperwork is accurate and up to date.
 - Attend Manager's Meetings and ensure notes are read and signed by staff and filed.
5. Oversee the budget
 - Maintain weekly and monthly cost reports.

- Order supplies, foods, and ingredients based on demand and recipes for the week.
 - Supervise and check deliveries
 - Maintain Kitchen equipment—policies, manuals, and receipts
 - Able to “cost out’ recipes
 - Maintain inventory levels and conduct full monthly inventory.
6. Manage a team
- Develops methods for hiring, training, evaluating kitchen staff
 - Train kitchen staff in job duties, sanitation and safety procedures
 - Able to work alone, when needed, and manage a positive team environment
 - Implement a problem-solving approach with practical solutions when faced with difficult situations or conflicts
 - Able to manage all kitchen activities and delegate duties to kitchen staff
 - Manage your time efficiently throughout the day
 - Ensure all staff in the kitchen manage their time appropriately
 - Communicate with teachers and program managers to ensure quality control
 - Attend the regular Monday meeting and relay all information to your team.
 - Attend regular staff meetings and professional development days
 - Maintain confidentiality of all information related to the Centre, children, their parents, and staff and ensure your team is also aware of the confidentiality policy.
 - Plan and carry out annual reviews and personal development discussions
 - Willingness to participate in work-related courses, seminars and training
 - Model the expectations of regular attendance and punctuality.
 - Be flexible to accommodate changing schedules. Problem-solve staffing when someone is sick or requires time off.
7. Community Relations
- Actively participate in Nanaimo Innovation Academy events and activities whenever possible
 - Maintain a positive working relationship with other staff, volunteers, parents, and others community members you encounter when representing the daycare.
 - Participate in various community-building initiatives with staff and local partners.
 - Implement community events and/or fundraisers for prospective families and stakeholders
 - Form partnerships with local organizations to further our goals and overall mission.

REQUIRED QUALIFICATIONS:

- Completed an Early Childhood Education (ECE) certificate
- Minimum 2 years experience in a leadership or manager position
- Interest and passion for nutrition and knowledge of vegetarian meal planning
- Experience in maintaining VIHA standards within a kitchen.
- Cooking experience, especially in batch cooking for over 30 people
- Gardening experience
- Up-to-date Food Safe Certification (can complete before commencing the position)
- Up-to-date record of immunizations

- Be in adequate physical and psychological capability to work and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- Hold Canadian residency and be legally entitled to work in Canada
- 2 Written References from previous employers
- Up to date resume
- Well written cover letter
- Excellent written and verbal communication skills
- Proficient in programs including Word, Excel, and Gmail.

Qualifications as an asset:

- Registered Holistic Nutritionist training (RHN)
- Experience overseeing a budget

Most Desirable Personal Qualities:

- Love of children
- Love of food and nutrition
- Strong work ethic and reliability
- A professional demeanour and an interest in professional growth
- An honest, kind, and positive team attitude. The interpersonal skills necessary to work successfully within teams
- Committed to being a life-long learner whose passion for teaching engages and inspires children
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the operations and programs
- An understanding of the issues that affect children and their families
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives
- Ability to laugh, remain calm, and persevere when faced with challenges
- Patience, kindness, and empathy towards others