

Employment Opportunity



Position: Community Kitchen Coordinator
Service Area: Siksika Support Centre
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: July 16, 2026
Closing Date: July 31, 2026
Competition Number: SSC-01-07-16-26

POSITION SUMMARY:

Community Kitchen Coordinator is responsible for managing food programming, meal preparation, and volunteer teams to enhance food security and community connection, for the Siksika Food Centre and Siksika Support Centre.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Operations and safety: Maintain clean, sanitary, and compliant kitchen. (AHS Food handling safety).
2. Meal production: Plan and prepare nutritious, large volume meals for community members.
3. Administration: Manage food budgets, inventory, and supplier relationships.
4. Programming: Facilitate cooking sessions to teach skills and build community.
5. Kitchen: Must have knowledge of upkeep and cleaning of a commercial kitchen.
6. Assist with statistics that may be required for reporting.
7. Maintain and organize documents for monthly reports and any stats required by the Food Team lead.
8. Ensure compliance with SNTA policies
9. Attend monthly all team meetings when requested.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Strong attention to detail and accuracy in cooking, inventory, and community engagement.
- Strong written and verbal communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work well in a team environment.
- Ability to maintain strict confidentiality.
- Must possess good analytical and problem-solving skills.
- Must be self-motivated and able to work in a fast-paced environment.

Education and Experience

Grade 12 High School diploma, required Food Handling Safety, required
Valid First Aid, required
Minimum of three years of relevant work experience in cooking and food safety.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

Other:

Criminal record check

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others