



Employment Opportunity
BUCKETS ON BUSES SUPERVISOR

Reference No. ADM-SD-SUPBOB-0819

Purpose:

Reporting to the Individual Opportunities Program Advisor, the Buckets on Buses Supervisor will be responsible for managing and working with the Buckets on Buses team. The Buckets on Buses program is designed to provide meals to students and ensure they have the opportunity to have a healthy nutritious lunch. This is a full-time term position.

- *Due to the funding source, this position is open to Cowichan Tribes members only.*

Responsibilities:

- Provide supervision to two Buckets on Buses workers including recording attendance
- Create and maintain a current student information list that includes allergy information
- Plan, shop, and prepare lunches to be delivered to designated schools
- Schedule team meetings to plan weekly lunch menus, and track and manage food budget
- Provide written reports to be submitted to Program Supervisor weekly / monthly as needed; year-end report to be submitted to funding program
- Maintain consistent and effective communication with designated schools
- Perform other related duties as required

Required Education and Experience:

- Grade 12 or equivalent is *an asset* and a willingness to learn
- Introduction to Culinary Arts program certificate *preferred*
- **Must** have current valid Food Safe certificate
- Previous supervisory experience *preferred*
- **Must** have a valid Class 5 BC Driver's License and reliable vehicle with business insurance (*if you are the successful candidate*)
- Current Criminal Records Check (C.R.C.) is **required**

Required Skills, Knowledge, and Abilities:

- Willingness to work flexible hours and work with staff, children, and families
- Willingness to participate and complete provided training
- Demonstrated written and verbal communication skills
- Ability to work in a fast-paced environment and successfully meet deadlines
- Must be committed, reliable, and dependable
- Computer skills and data entry skills are required

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Assistance with the application process will be available within the QET Department at Cowichan Tribes

**Please Quote: Reference No. ADM-SD-SUPBOB-0819
when submitting cover letter, resume, and three references to:**

Human Resources Department, Cowichan Tribes
5760 Allenby Road, Duncan, BC, V9L 5J1

❖ **Email:** resume@cowichantribes.com

❖ **Website:** <http://www.cowichantribes.com>

❖ **Deadline: 4:00 p.m. August 16, 2019**