



CONTRACT OPPORTUNITY

MEALS ON WHEELS COORDINATOR

CONTRACT REQUIREMENTS

Henvey Inlet First Nation is currently seeking a part-time contractor to provide **Meals on Wheels** services in the community two days per week. The Meals on Wheels Coordinator will work collaboratively with the Health Director and be responsible to prepare and deliver nutritious meals to Henvey Inlet First Nation MOW clients on specified routes. This person requires excellent customer service skills, a high level of personal integrity and strong attention to detail.

MAIN RESPONSIBILITIES

The Meals on Wheels Coordinator will be responsible to:

- Maintain updated client information files, including dietary needs and restrictions, in a secure location to ensure client confidentiality
- Prepare weekly menu and shopping list in accordance with client dietary needs and restrictions
- Shop for and purchase weekly groceries utilizing their own vehicle
- Maintain a clean and sanitary workspace to avoid food contamination, including properly storing food products in accordance with food safety regulations
- Prepare hot, nutritious meals in accordance with client dietary needs and restrictions in Henvey Inlet First Nation designated kitchen space
- Clean up kitchen and wash and store all cookware and utensils after food preparation is complete
- Deliver meals to each registered client twice per week within the reserve boundaries of HIFN regardless of weather conditions
- Ensure delivered meals are properly labeled, refrigerated and stored in client's home before leaving
- Notify Health Director immediately if a client appears to be ill, at risk or in distress
- Keep record of weekly menus, expenses and purchase receipts
- Submit expense claims with proof of purchase to Health Director on a weekly basis
- Adhere to all HIFN policies and procedures, including but not limited to privacy policy, health & safety policy and code of ethics policy
- Maintain current qualifications throughout contract duration and provide proof of qualifications when requested, including First Aid/CPR certificate, Safe Food Handler's certificate, proof of driver's license/vehicle insurance, and a satisfactory CPIC vulnerable sector check
- Available to assist with other duties as requested from time to time by Chief and Council, Director of Health or the Director of Finance/Administration

QUALIFICATIONS

- Grade 12 diploma or equivalent preferred
- Current Health Canada Safe Food Handler's Certificate required
- Minimum 1 year of cooking experience required
- Demonstrated knowledge Canada's Food Guide for Healthy Eating
- Demonstrated knowledge of safe food handling practices
- Current and satisfactory Vulnerable Sector Police Check required
- Valid Ontario Class G Driver's License
- Access to a reliable, insured vehicle
- Current First Aid and CPR Level C preferred
- Highly motivated and able to work independently
- Excellent customer service and written and verbal communication skills
- Exceptional organization and time-management skills
- High level of personal integrity and a strong work ethic
- Strong attention to detail
- Ability to comprehend detailed instructions
- Ability to lift up to 25lbs to or from buildings and residences

HOURS OF WORK

Part-time – 2 days per week

REMUNERATION

As per consultant agreement

START DATE

As soon as possible

APPLICATION DEADLINE

September 9, 2025

Those interested should submit their resume and supporting qualifications in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all interested, however only those selected for consideration will be contacted.