

## **Culinary Navigator**

Reports to: Transitional Housing Director Location: Brandon, Manitoba

Employment type: 35 hours per week Monday-Friday

### **About the role**

The Culinary Navigator supports the Transitional Housing program by planning and preparing nutritious meals for up to 40 participants, while maintaining a safe, culturally aware, and trauma-informed kitchen environment. The role combines hands-on culinary work with mentoring participants and contributing to program safety, reporting, and budgeting.

### **Key responsibilities**

- Comply with the TH Mission Statement, all internal Directives, Policies, Protocols, and applicable CSC (Correctional Service Canada) Directives.
- Participate in professional development activities as directed by the Team Lead or Director.
- Complete Manitoba Food Safety Standards training as required.
- Develop weekly nutritional meal plans to feed up to 40 people (3 meals, 3 snacks, and refreshments daily) while minimizing waste.
- Plan and prepare meals and food plans for special occasions and ceremonies, including culturally significant events.
- Mentor participants who express interest in Culinary Arts, modeling professional standards and positive work habits.
- Schedule and prepare weekend and holiday meals and instruct other team members to ensure proper meal distribution.
- Collaborate with the TH Director to develop and manage food services budget requirements.
- Report and document non-routine participant behaviors to the assigned Care Coordinator or Navigators.
- Ensure timely requisition and delivery of products to maintain adequate stocks of food, supplies, tools, and equipment.

- Maintain high standards of safety and sanitation throughout all kitchen and related areas at all times.
- Complete routine maintenance and deep cleaning of all food services equipment and workspaces.
- Complete and submit work orders for food services–related maintenance needs to the TH Director.
- Provide a monthly report to the TH Director related to department activity and needs by the 14th of each month.
- Identify and report any potential risks to participant and staff safety to the TH Director or Team Lead.
- Perform other related duties as assigned by the TH Director or Team Lead.

### **Qualifications**

- Bachelor of Arts or Red Seal in Culinary Arts, or a minimum of four years' experience and training in the food service industry (a combination of education and experience will be considered).
- Ability to communicate effectively in writing and orally.
- Demonstrated ability to develop and maintain nutritional meal plans.
- Knowledge of Indigenous culture, traditions, and dietary needs.
- Ability to take direction, exercise discretion, and demonstrate leadership in stressful situations; must be assertive, confident, and a positive role model for participants.
- Ability to effectively communicate with participants who may be mentally strained, violent, highly stressed, anxious, or exhibiting other emotional needs.
- Ability to plan and manage the TH Food Services budget.
- Ability to meet the physical demands of standing for extended periods.
- Ability to safely carry up to 50 pounds for short distances.
- Ability to work safely and effectively with all kitchen equipment.
- Ability to use Microsoft Office software (e.g., Word, Excel, Outlook).
- Valid Manitoba Class 4 or 5 driver's license, maintained in good standing.
- Current First Aid/CPR certification, maintained as required.

- Ability to qualify for and maintain Enhanced Security Clearance.

**How to apply**

Interested applicants are invited to submit a resume and cover letter outlining how they meet the qualifications to [careers@brandonjohnhoward.ca](mailto:careers@brandonjohnhoward.ca) , with TH2026-05 in the subject line. Only candidates selected for an interview will be contacted.

Preference may be given to qualified internal applicants. We welcome applications from members of equity-deserving groups and are committed to an inclusive, accessible recruitment process for all candidates.

Posting closes August 4<sup>th</sup>, 2026 at 4pm.