



FOOD MANAGEMENT TECHNICIAN
General Circular No. A-69 / 4276 – 9061

Place of Work:	St. Pius X Career Centre
Status:	100% - 12 months
Salary Rate:	\$48,466.60 to \$62,699.00
Start Date:	Determined by the Board
Schedule:	8:00 a.m. to 4:00 p.m. – Monday to Friday
Immediate Superior:	Principal

Nature of the Work

The principal and customary work of an employee in this class of employment consists in helping management or professional staff of food services by carrying out technical work, such as participating in the preparation of menus, quality control of meals and cost studies.

The Food Management Technician for the Culinary Program is responsible for buying and managing all food, supplies, and equipment needed for culinary classes and school food events. This person makes sure the kitchens have everything they need to run smoothly and safely. The role involves working closely with chefs, teachers, suppliers, and repair technicians to ensure that all purchases are cost-effective, well-timed, and aligned with teaching needs. This person is often found checking inventory, placing orders, receiving deliveries, organizing supplies, helping plan menus, and arranging equipment repairs. They also track spending and ensure safety rules are followed.

Requirements and Qualifications

- Hold a Diploma of College Studies in Techniques de diététique (Dietetics) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.
- Fluency in English and French (both oral and written)
- Ability to purchase food, uniforms, cleaning products, tools, and kitchen equipment needed for teaching and operations
- Ability to select reliable suppliers and keep strong working relationships with them
- Ability to negotiate prices to get the best value and arrange suitable delivery schedules
- Ability to problem solve with suppliers (e.g., late deliveries or quality issues)
- Ability to keep track of what's in stock and order only what is needed to avoid waste
- Ability to set up systems to label, store, and rotate food and supplies properly
- Ability to work with instructors to prepare for upcoming classes and events
- Ability to help plan menus that follow trends, seasons, and available budget
- Ability to receive, check, and store deliveries safely and properly
- Ability to oversee and coordinate repairs for equipment in all industrial kitchens, including:
 - Cooking Equipment, food prep tools, storage: 12 fridges, 8 freezers, and all other systems: grease traps, oil recycling, kitchen hoods, and ventilation filters.
- Ability to ensure cleaning tools and sanitizing supplies are always available and working
- Ability to help prepare the yearly culinary budget with administration and stay within the annual budget and report on spending
- Ability to follow all safety rules, health standards, and sustainability guidelines (MAPAQ Guidelines)
- Ability to keep detailed records of purchases, inventory, and equipment
- Assist with audits and inspections
- Ability to coordinate closely with chefs, teachers, and office staff to support class needs
- Ability to work with chefs to create cost-efficient menus for culinary services, ensuring quality and variety within budget limits and make sure everyone is informed about what's been ordered or delivered
- Ability to help plan and organize school food events and student projects

Testing and Interview

The Human Resources Department will contact the selected applicants to undergo testing sessions related to the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan [click here](#) or visit their website <https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Marilyn Ramlakhan, Assistant Director of the Human Resources Department,

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.
The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.

