



COORDINATOR-NUTRITION & FOOD SERVICES/EMERGENCY MEASURES

General Circular No. M-1

Place of Work:	School Organization
Classification:	7
Salary Rate:	\$94 026 to \$125 366
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The Coordinator of Nutrition and Food Services and Emergency Measures under the supervision of the Director of School Organization is responsible for all activities (planning, organizing, supervising, controlling, evaluating, and preparing budgets and plans of action) related to the Nutrition Policy, operation of school cafeterias, nutritional support programs and nutritional education.

This Coordinator is also responsible for the development, implementing and maintaining comprehensive Emergency Measures and procedures across the school board. This position ensures that all schools and facilities are prepared to respond effectively to emergencies such as natural disasters, fires, lockdowns, medical emergencies, and other critical incidents. The role includes risk assessment, training, compliance, and coordination with internal and external partners.

Nutrition & Food Services

- Coordinate the operation of the school cafeterias by determining the objectives and prepare policies and plans to ensure nutritional quality and safety of food served in schools, prepare budgets, cafeteria menus and pricing to ensure proper management and coordination of the implementation of nutritional support programs.
- Supervise dietitians involved in school-based nutrition initiatives, which included developing educational materials, organizing nutrition workshops for students, supporting teachers with the implementation of the nutrition program, and managing the allergy file.
- Supervise dieticians in the implementation of nutrition education programs.
- Member of the EMSB-QFL Labour Relations committee – representing Nutrition and Food Services.
- Participate in the recruitment selection process, staffing plans, supervise and evaluate employees under their responsibility.
- Ensure timely and appropriate staffing replacements for cafeteria employees during absences.
- Ensure maintenance and replacement of equipment in cafeterias and schools.
- Participate or assist in the procurement with food tenders.
- Prepare monthly, quarterly and annual reports, as required.

Emergency Measures

- Develop, maintain, and update the School Board’s Emergency Measures plan.
- Coordinate with local emergency services (police, fire, EMS), municipal emergency management offices, and public health authorities.
- Assess school site emergency measures and assist in the development of site-specific emergency procedures.
- Ensure compliance with applicable legislation and guidelines (e.g., Ministère de l’Éducation requirements, municipal bylaws, and Health and Safety regulations).
- Plan and deliver emergency preparedness training for administrators, staff, and students.
- Coordination in conducting regular drills (fire, lockdown, shelter-in-place, evacuation) and debriefs to ensure readiness and improve response.
- Develop and distribute emergency measures materials and resources to school communities.
- Conduct regular risk and hazard assessments for school sites and board facilities.
- Recommend and implement mitigation strategies to minimize risks to students and staff.
- Monitor and analyze trends and incidents to enhance safety protocols.
- Act as a key contact during emergencies and provide support to school leadership and incident commanders.
- Coordinate crisis response activities and assist with recovery efforts post-incident.
- Participate in investigations and after-action reviews following major incidents.
- Maintain detailed records of training, drills, incidents, and compliance reports.
- Prepare reports and presentations for senior administration.
- Manage emergency supplies and ensure readiness of emergency kits/equipment.

Requirements and Qualifications

- Bachelor’s degree in an appropriate field of study attesting to a university study program lasting three (3) years , degree in Nutrition, Emergency Management, Public Safety, Education, Occupational Health and Safety, Business Administration, or a similar field.
- 5 years of professional experience in relevant fields, including 4 or more years of management experience.
- Strong organizational and management skills.
- Excellent communication and interpersonal skills.
- Ability to remain calm and make decisions under pressure.
- Proficiency in Microsoft Office.
- Fluency in English and French (oral and written).
- Member of the Ordre des diététistes-nutritionnistes du Québec, an asset
- Familiarity with applicable laws, standards, and best practices in emergency management and school safety, an asset.

To view job description as outlined in the classification plan [click here](#)  
Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department,  
**by, Wednesday, October 15, 2025 by 4:00 p.m.**  
Please refer to the circular number in your letter of application.  
Only candidates chosen for an interview will be contacted by the English Montreal School Board.  
Tests may be administered in order to assess candidates' skills.

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.

