



Chocolate Production Associate

The Algoma District School Board invites qualified applicants to apply for the position of Chocolate Production Associate to support our Sweetened program.

The Sweetened program, operated by Algoma District School Board out of White Pines Collegiate and Vocational School, combines culinary arts, business operations, engineering innovation, and marketing strategy into a student-driven, experiential learning program that teaches practical skills while addressing food security. Through the production and sale of chocolate, the Sweetened program generates revenue to support breakfast program initiatives at schools across the Algoma district.

The Chocolate Production Associate works within and supports the Sweetened program. The position is responsible for preparing chocolate and confectionery products for sale and distribution in accordance with established recipes and safe food handling protocols, while also supporting inventory coordination, customer service, sales preparation, and program operations.

Under the direction of the Culinary Education and Food Equity Lead, the Chocolate Production Associate provides day-to-day training, instruction, and guidance to students on chocolate production, safe food handling, packaging, the safe use, cleaning, and sanitation of equipment, and the preparation and sale of chocolate and confectionery products. The position models appropriate workplace behaviour, safety practices, and professionalism, while supporting a student-centred, experiential learning environment.

Summary of Duties

- Prepare chocolate and confectionery products according to established recipes and safe food handling procedures
- Clean, sanitize, maintain, and store molds, tools, utensils, and equipment
- Package products for sale and distribution
- Document production, inventory, sanitation, and sales activities
- Support the development of new chocolate products
- Assist with inventory coordination and supply needs
- Operate basic point-of-sale systems and support sales tracking
- Display and sell products at markets, events, and fundraising activities
- Communicate with customers regarding inquiries, orders, pricing, and quotations
- Under the direction of the Culinary Education and Food Equity Lead, provide day-to-day guidance and support to students in line with curriculum expectations
- Assist with transportation and pickup of supplies and products, as required
- Assists with inventory coordination and communicates supply needs to the Culinary Education and Food Equity Lead.

Qualifications

- Post-secondary diploma in a related field or an equivalent combination of a secondary school diploma and relevant experience.
- Two (2) years of experience in food production, restaurant services, cafeteria services, bakery operations, or a commercial kitchen or food manufacturing environment.
- Experience providing training and guidance to co-workers.
- Basic computer proficiency, including using email, simple inventory tracking, basic point-of-sale systems, and record keeping.
- Safe food handling certificate.
- Valid Ontario Class G driver's license in good standing and access to a vehicle.

The successful candidate will be required to provide a clear Police Record Check prior to being offered employment.

Salary Range

\$37,462 to \$49,378

Health, dental and life insurance benefits

OMERS pension plan

Location and Hours of Work

Algoma District School Board, White Pines Collegiate and Vocational School – Sault Ste. Marie

35 hours per week – primarily Monday to Friday with some evening and weekend hours required to support events, markets, fundraising initiatives, storefront operations, and program activities.

Please forward an electronic resume and three (3) work-related references by 4:00PM, May 22, 2026 to:

Amy See
Facilities Use/Office Supervisor
seea@adsb.on.ca

Nic Turco
Acting Assistant Superintendent of Human Resources
turcon@adsb.on.ca

Algoma District School Board
644 Albert Street East
Sault Ste. Marie, ON P6A 2K7

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

Lucia Reece
Director of Education

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Elaine Johnston
Chair