

JOB DESCRIPTION

Position: Meals Program Coordinator

Position Summary: Under the supervision of the Administrator, coordinate school meal program, maintain records and implement and follow school nutritional guidelines.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Meal Program | <ul style="list-style-type: none"> • plan and distribute menus • purchase and pick up meals and supplies • receive and verify invoices and the delivery of goods • set up and serve meals • ensure work area is clean and food is properly stored and prepared to meet health regulations • deliver equipment and supplies |
| 2. Supervision | <ul style="list-style-type: none"> • direct helper • explain work procedures and establish work priorities • monitor students' behaviour • explain cafeteria procedures to student helpers and parents |
| 3. Record Keeping | <ul style="list-style-type: none"> • maintain a variety of files and records • receive and receipt monies • order supplies |
| 4. Communication | <ul style="list-style-type: none"> • communicate with staff and others, respond to inquiries, and provide general information • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus successful completion of Food Safe Levels I and II.

One year recent successful experience in the food services field.

Demonstrated ability to plan and provide a school meals program for multiple sites.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Physical ability to perform all aspects of the job.