

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – MEAL PROGRAM WORKER

Rate of Pay: **Band 9**

Location: **Schools**

SUMMARY

- Contributes to the daily functions of the School District 91 Meal Program, in accordance with the District's Strategic Education Plan.
- Assists the Meal Program at the school level, including preparing and serving food, maintaining food safety, supporting students in food preparation and serving.
- Performs cooking and food preparation tasks using various kitchen equipment including stove top, oven, and dishwasher.
- Supports the daily logistics of the Meal Program including placing orders for groceries, accepting them on arrival, and coordinating daily lunch orders.

DUTIES & RESPONSIBILITIES

- Assists with menu planning using Canada's Food Guide, Ministry of Education's school food nutrition guidelines and budget considerations.
- Assists with the daily coordination of meal orders including preparing meal calendars, check lists and tallies of orders.
- Assists with ordering of food supplies and materials.
- Assists with maintaining and cleaning the kitchen area including utensils and equipment.
- Receives, stores and rotates food as per Food Safe standards and school food safety plan.
- Records inventory of food supplies and materials.
- Occasionally train and supervise student and adult helpers.
- Follows Food Safe standards and guidelines.
- Prepares a variety of hot and cold food items per the school district menu and portioning guide.

QUALIFICATIONS

KNOWLEDGE

- Completion of Grade 12 (Dogwood Certificate).
- A current "Food Safe" certificate.
- WHMIS Certificate and familiarity with WorkSafeBC safety procedures.

EXPERIENCE

- Six (6) months of current relevant experience working in a catering/commercial kitchen environment.
- Valid B.C. Driver's License class 5 & an exemplary driving record as demonstrated by a current driver's abstract.
- Working with students.
- Fundamental knowledge of computers.

SKILLS & ABILITIES

- Demonstrated ability to plan, schedule work and organize workload effectively.
- Demonstrated ability to effectively communicate verbally and to maintain confidentiality.
- Ability to adapt learning tasks to the ability level of learners.
- Ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information.
- Ability to be punctual and detailed.
- Working knowledge of behaviour management techniques, conflict resolution and task analysis techniques.
- Physical capability to perform the job duties.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Retains receipts, records and other related documentation for submission and/or file, as required.
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

Implemented: Dec 2023

Revised:

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.